



## Organisational Checklist: Workforce Retention

There are many things you can do to create an organisation where staff want to stay and continue to grow themselves and the service. Think about what steps your organisation can take now and over time to create the organisational culture you want to see. Self-assess what you already have in place and which ones you may need to develop.

Retention Strategies	Already in place	Need to develop
<b>Build engagement:</b> Appreciate staff feedback and welcome suggestions. Offer opportunities to try new roles.		
<b>Acknowledge performance:</b> Think about quality and/or excellence awards for social recognition of doing a good job and about incentive schemes that may provide monetary rewards.		
<b>Support wellbeing and self-care:</b> Review your HR policies and check that staff are making use of leave entitlements. Think about self-care activities and encourage staff to take their breaks.		
<b>Recognise and celebrate diversity:</b> Having staff with different backgrounds and views can lead to new initiatives in service design and delivery.		
<b>Reduce staff burnout:</b> Monitor workload and think about job redesign to provide manageable workload and offer satisfaction and career opportunities. Provide staff with the time to do meaningful work.		
<b>Facilitate flexibility:</b> Support flexible scheduling and staff involvement in rostering. Recognise and accommodate work life balance		
<b>Provide development opportunities:</b> Investing in staff helps them see a future with your organisation.		
<b>Emphasise teamwork:</b> Provide time for teamwork and team activities. Facilitate peer support and team learning.		
<b>Consider digital systems:</b> HR and audit systems can reduce the workload associated with data entry, reporting and compliance.		
<b>Share the vision:</b> Be positive and build a workforce that is respected for the work they do.		

These strategies were developed as part of ARIIA's ITP: Workforce Retention activities. Find out more at the ARIIA website.

[www.ariia.org.au](http://www.ariia.org.au)

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ARIIA was established as an independent, not-for-profit organisation, set up to lead the advancement of the aged care workforce capability by promoting and facilitating innovation and research to improve the quality of aged care for all Australians.