

## How to reduce employee turnover

Recognising and appreciating staff achievements is paramount when creating the optimal work environment. Even small gestures, such as saying “thank you” in person or making positive comments on recent performance, will motivate staff and make them feel valued.

- 5 Some companies choose to hold “shout out” meetings for amazing work completed that week, while others reward employees with office treats. We all enjoy being told that we’re doing well and seeing that someone else has noticed and valued our efforts.

- 10 Regular breaks are also a good way to keep motivation up and productivity flowing. They promote greater focus, problem-solving and creative thinking. Try to set up a dedicated breakroom and discourage employees from eating at their desks, because having a place to eat lunch and socialise over a cup of tea can also bring teams together outside of their shared projects.

- 15 Creating a relaxing workspace will also go a long way. It means that you’re giving your team a home away from home – a place that they’re happy to come to every day and call their own. If you make these investments, your staff will want to stay around for longer.

- 20 Having regular appraisals\* can help small businesses to build a stable, productive and loyal team as the company grows. Performance reviews should be about reflection; working with staff to set mutually agreed goals for the coming year provides guidance and direction, and leaves them feeling motivated and inspired to achieve their goals.

- 25 When goals are clearly defined, and employees understand the impact that achieving them can have on their career development and pay, they’re more committed to delivering on objectives – and thus their employer.

It’s also important that staff contribute to their goals and are encouraged to give their own feedback and share ideas, so that they’re more invested in their development and have an active part in shaping their future.

Adapted from *www.telegraph.co.uk*, June 2018

\* appraisal = evaluation