

## Excellent Staff that Stays ✓ List

### Hiring Considerations

I have:

- Detailed job responsibilities and expectations
- Desirable compensations and benefits plan
- Understand and honor personal currency
- Desirable bonuses and work environment
- A balance of talents and skills

Got It	Need It
<input type="checkbox"/>	<input type="checkbox"/>

### Job Details – Understanding and Reinforcing at every stage is important.

I have:

- Clear and concise checklist to make sure new hires are clear about job details
- Policies and procedures, quick reference guides to allow
- Independence and empowerment
- A work environment that is conducive to hiring and attracting great staff

<input type="checkbox"/>	<input type="checkbox"/>

### Training - Consistent, Clear, Certainty and Caring

When it comes to training, I have:

- Mastered - Consistency
- Mastered - Clarity
- Mastered - Caring
- Mastered - Certainty
- Hired and trained a fully trustworthy staff

<input type="checkbox"/>	<input type="checkbox"/>

### Motivation

- I feel motivated most of the time
- I motivate my staff in a positive way
- My enthusiasm for my business is undeniable

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### Compensation, Bonuses and Rewards

- I have a generous plan to compensate my staff
- I have ample rewards throughout the year

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## Communication - What's in it for me is clear to your employees

I am:

A positive, kind, clear communicator	<input type="checkbox"/>	<input type="checkbox"/>
Aware of how my stress and mood affect others	<input type="checkbox"/>	<input type="checkbox"/>
Good at shifting my emotions to express things without damaging words	<input type="checkbox"/>	<input type="checkbox"/>

## Action Plan

😊 Celebrate all you are doing well! 😊

Top 3 Things From the Need It Column I want to address first:

1. \_\_\_\_\_

Goal: \_\_\_\_\_

Steps to take:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Target Date: \_\_\_\_\_

2. \_\_\_\_\_

Goal: \_\_\_\_\_

Steps to take:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Target Date: \_\_\_\_\_

3. \_\_\_\_\_

Goal: \_\_\_\_\_

Steps to take:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

Target Date: \_\_\_\_\_

Expected Outcome: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_