

Not sure where to start?

Identify where you might want to focus your efforts first. Simply read the statement for each topic and select how progressed your organisation is in these different areas using the following key:

Red - We have not addressed this area in our organisation

Amber - We need to do further work in this area in our organisation

Green - We have addressed this area effectively in our organisation

This guide sets out more advice and best practice for each element on this page. We know that your approach to retention will be constantly evolving based on the latest data and insights on key areas of challenge and learnings on what works. We recommend keeping these traffic light ratings under regular review as part of this ongoing process. We consider how we can use an organisational development approach to shaping organisation culture, including compassionate and inclusive leadership.

- We have a robust approach to understanding our data, which gives us useful insight into the experience of staff, including reasons for leaving, in our organisation.
- We communicate with our staff to gather feedback and ideas, seek and listen to their views and we act on what they tell us.
- Our organisation has a comprehensive approach to supporting new starters, giving staff a positive experience from application to induction.
- Our organisation has a comprehensive approach to supporting our international colleagues, so that they feel a true sense of belonging in the NHS.
- Our organisation takes action to support staff health and wellbeing.
- We support our staff by providing them with opportunities for development and career planning.

- Our staff are supported to take up the range of flexible retirement options available.
- We offer staff a range of opportunities for flexible working, to suit their preferences and commitments outside of work.
- We consider potential barriers to making improvement and change from the planning stage onwards.
- We use a robust action planning approach to prioritise actions to improve staff experience.
- Our actions and initiatives are flexible, based on evaluating impact. Our organisation takes action to recognise and reward our staff.

Please note: you can complete an interactive traffic light tool on page five of the PDF version of this guide.