



THE ACTION GAP FIELD KIT

The Retention Program Starter Checklist

From good intentions to a program you can run: cadence, owners, follow-through.

Set the cadence

- Decide how often you check everyone, not just the people already making noise.
- Hold that cadence whether or not anything has recently gone wrong.

Name the owners

- Who watches each part of the operation, including the corners you do not see.
- Who has the conversation when a signal shows up.
- Who follows up and closes the loop.
- Who reports the whole thing up to leadership.

Start small and prove it

- Pick one team or one corner of the operation to begin.
- Run one simple cadence for one quarter.
- Keep a light record of what you tried and what happened.

Make the case to leadership

- Frame retention as operational insurance, not a soft HR cost.
- Bring the real cost of losing one good person to your own leadership.
- Ask for backing against the value at risk, not the overhead line.

Govern it from the top

- Put the program on the leadership agenda on a set rhythm.
- Watch leading indicators, not just attrition.
- Protect confidentiality so candor stays safe.

This stays with you.

Free from anchorbyretentio.com/field-kit