



THE ACTION GAP FIELD KIT

The Stay Interview Program Kit

Run stay interviews as a program, not a lucky accident.

Why a program

A lucky conversation saves one person. A program saves many, repeatedly, and stops depending on which managers happen to have good instincts. The move is to take something most organizations leave to chance and run it deliberately, on a rhythm.

Four moves, in order

- Choose who, and in what order. Begin with the people whose loss would hurt most and whose risk is highest. Prove it there, then widen.
- Set the cadence. These happen on a regular rhythm, scheduled in advance, not only in a panic after someone has one foot out the door.
- Define the shape. Forward-looking, the manager listens far more than they talk, and it ends with one specific, dated commitment, theirs and the employee's.
- Learn across rooms. Capture the themes that recur so you can fix the systemic causes, while fiercely protecting the confidence of any single conversation.

THE ONE RULE, TEACH IT RELENTLESSLY

Never ask if they are leaving. Teach every manager to reframe forward instead: what would make the work better, what they want more of, what is getting in their way, what would make them want to stay and grow here.

The two tools your managers carry

- The Stay Conversation Worksheet: one page they fill in before the conversation, so they walk in clear.
- The Follow-Up Tracker: what they tried, what was committed, and a date to check back, so the loop never quietly slips.

This stays with you.

Free from anchorbyretention.com/field-kit