

Action plans



Create career paths for your employees

With career progression the consistently top-ranked reason why people leave jobs in Britain, showing that your business can provide stimulating and rewarding career paths is essential for talent retention. Use this plan to both find out what your staff want from developmental opportunities and how to structure it in a way that works across all roles and responsibilities.

- **Effort:** Medium
- **Impact:** High

How will I know if my Action Plan is working?

Carrying out a staff satisfaction survey will indicate whether your Action Plan is working.

Actions:

Do you have an organisational chart with defined job positions and descriptions? If not, make one.

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** An organisational chart gives employees a clear view of where everyone fits and where future opportunities lie.

Discover how others have made important changes to the way they build career paths.

- **Impact:** Medium
- **Suggested duration:** 7 days
- **Why this will help:** Learning from the experiences and lessons of fellow business leaders is the best way to direct your own improvement efforts.

Define the skills or experience each member of staff currently possess and add this to your org chart.

- **Impact:** Medium
- **Suggested duration:** 14 days
- **Why this will help:** Mapping skills to all members of staff lets you clearly see where gaps lie and therefore where career development makes most sense.

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Set up one-to-one conversations with each member of the business to find out what career progression looks like for them.

- **Impact:** High
- **Suggested duration:** 21 days
- **Why this will help:** You've got the insights from inside your own business, now it's time to see how those line up against best practice examples.

Create a prioritisation list of changes that can then be used to create a new company handbook for setting career paths.

- **Impact:** High
- **Suggested duration:** 28 days
- **Why this will help:** Creating a document will crystallise your learnings and help set in place a new way of doing things going forward.