

Sample Employee Stay Plan

Interview Date: _____

Employee Name: _____

Supervisor Name: _____

Introduction and Employee Goals

During the Stay Plan interview with: _____

We discussed:

The primary focus of this Stay Plan is employee engagement while fostering career growth and maintaining a healthy work-life balance. These dynamic sessions between managers and employees are designed to uncover what keeps us engaged and dedicated at work.

Sample Key Development Areas and Next Steps

Skill Enhancement:

Identified the need to enhance proficiency in _____

Action: Will identify and participate in relevant workshops, online courses, or training programs by:

Date: _____

Leadership Development:

Expressed interest in taking on leadership roles in the future.

Action: Will seek mentorship opportunities & leadership training within the company by:

Date: _____

Cross-Functional Collaboration:

Recognized the importance of collaborating with different departments.

Action: Will actively participate in cross-functional projects to broaden expertise by:

Date: _____

Work-Life Balance and Well-being:

Flexible work arrangements are needed. Discussed preferences for flexible work hours or remote work options.

Action: Agreed to a trial period for flexible scheduling to assess productivity and well-being

Date: _____

Long-Term Aspirations:

Shared long-term career aspirations and desire for growth within the company.

Action: Will collaborate with the supervisor on a career development plan

Date: _____

An Alternative Action Plan Format

Action Plan:

- Training and Development:

Enroll in _____

By Date: _____

- Attend networking events or industry conferences within the next quarter.

Number of Events: _____

- Mentorship and Coaching:

Identify a mentor within the company by Date: _____

Schedule regular mentorship sessions to discuss career development.

- Flexible Work Arrangements:

Begin the trial period for flexible work hours on (Start) Date: _____

Provide feedback on the experience after (End) Date: _____

Review and Follow-Up

This Stay Plan will be reviewed periodically, with formal check-ins every _____ (Day(s)) to assess progress and make adjustments to the plan as needed. Continuous feedback and open communication is encouraged.

This completed Stay Plan reflects the collaborative effort between:

Employee: _____

Supervisor: _____

to create a roadmap for professional development, work-life balance, and career progression. This is a dynamic document that can be adjusted as circumstances change and new goals emerge.