

Vado

Engagement and Retention Toolkit



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Summary

Vado provides video streaming learning content to improve individual performance, employee engagement, overall retention, and organization results. Each course contains:

- ✓ A short instructional video (videos are 1 – 2 minutes long)
- ✓ Step by step Implementation Guide
- ✓ Downloadable Job Aid
- ✓ Self Assessment

The learning content is delivered on the Evolve Learning Manager LMS or can be delivered on your LMS.

All of our courses end with a code to show the intended audience:

M=Manager

E=Employee

T=Team

Engagement and Retention Toolkit

Vado provides courses for the most common areas impacting employee engagement and retention. Each area contains up to five development courses with a mix of courses appropriate for Managers and Individuals.

Vado can create an Engagement and Retention Toolkit to meet your needs or map the courses to your engagement driver, engagement survey, or turnover drivers.

Engagement and Retention Dimensions

- 1 Communication
- 2 Development
- 3 Engagement
- 4 Inclusion
- 5 Integrity
- 6 Leadership
- 7 Meaningful Work
- 8 Organization Vision
- 9 Performance Management
- 10 Resources
- 11 Satisfaction with the Company
- 12 Supervision
- 13 Teamwork
- 14 Total Rewards
- 15 Trust and Fairness
- 16 Turnover
- 17 Work/Life Balance

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(1)

Communication

Communicate messages clearly and effectively, ensuring individuals have the right information at the right time.

Code	Course Result
445m	Receive feedback from your team on how well you are communicating key messages
450m	Create communication reminders for the most frequent audiences you interact with
194t	Evaluate your communication with co-workers and peers to see how well you listen
756m	Ensure your team gets the right information at the right time
347t	Establish team communication norms and expectations

(2)

Development

Provides the opportunity to improve individual skills and develop a career.

Code	Course Result
565m	Create a skill development plan with your employee
980m	Build the skills required to increase personal performance
615m	Use a coaching process after employees make mistakes or miss their performance goals
865m	Get to know employee's career desires and aspirations
267m	Create a career plan with your employee

(3)

Engagement

Create work situations that cause people to perform at the highest level.

Code	Course Result
730m	Identify what work is energizing to your employees
735m	Determine what factors would create a great job and work situation for your employees
740m	Discuss with your employees why you value them, why they're important to the team and company
365m	Involve others in solving important problems and issues
385m	Recognize employees who seek out ways to improve the way things get done

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(4)

Inclusion

The opinions and ideas of others are valued, and the company encourages diversity of backgrounds and perspectives.

Code	Course Result
240m	Employees learn how each person is diverse and how these differences help make a strong team
245m	Create an agenda item to discuss how the ideas and opinions of others are being solicited and used
250m	Assess if people are truly able to speak freely within the team
965m	Share with your team how people react to you when you speak freely with others
415t	Team members get to know one another

(5)

Integrity

Our actions are consistent with company values; ethics and integrity take priority over achieving business results.

Code	Course Result
531m	Identify and share what you expect from your employees
548m	Create a team culture that capitalizes on team member strengths
270t	Teams discuss what integrity looks like and identifies expectations for the team
275m	Ask a leader to come talk to the team about ethics, integrity, and the company values
331m	Determine how to support your team so they can perform at their best

(6)

Leadership

Leaders communicate effectively, lead and inspire others, and create an environment of excellence.

Code	Course Result
157m	Identify all possible outcomes before implementing a decision
390m	Inform and inspire your employees regarding the team's vision
398m	Ask a leader to discuss the company's upcoming strategy and changes with your team
825m	Perform a top talent review to determine what you need to do to keep your top talent
490m	Identify what is required to create a work situation that will cause each employee to stay

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Meaningful Work

My job uses my skills and abilities; I can see a link between my work and the company's strategy.

Code	Course Result
290m	Determine how an employee's top talents are used in his or her job
750m	Assess whether employees have what they need to be successful in their role
395m	Create the connection between company objectives and employees' core work
760m	Create team innovation norms and expectations
715m	Involve the right people and gather the right information to make great decisions

(8)

Organization Vision

Individuals clearly understand the company vision and how they support the organization's strategy.

Code	Course Result
832m	Determine what the team can do to help meet the team's goals and achieve the organization strategy
410t	Team members discuss the team's overall purpose and deliverables
544m	Evaluate the success of projects based on how well it moved the company towards its vision and strategy
732m	Connect every employee's individual goals to the organization's vision and strategy
876t	Discuss how the team's goals and core work is directly connected to the company's strategy

(9)

Performance Management

I receive feedback on my performance and am recognized for a job well done.

Code	Course Result
800m	Quickly understand how employees feel about their performance evaluation and rating
560m	Perform a performance review with your employees
295m	Employees gain a clear understanding of what they must deliver in the next three months
674t	Team members learn how to monitor and measure their own performance
835m	Provide recognition to your employees each and every day

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Resources

I have the resources I need to do my job.

Code	Course Result
210m	Take action to provide the resources employees need for success
670m	Determine if employees have the resources they need to be successful
675m	Employees identify one resource they need to be successful in the next 60 days
770t	Team members prioritize resources needs
846t	The team determines how they can improve the efficiency of existing resources

(11)

Satisfaction with the Company

I feel valued and am satisfied with the company; I would recommend my company as a great place to work.

Code	Course Result
900m	Ask a leader to thank an individual employee or team for their contribution and results
905m	Identify individuals who are really contributing to the team or company goals
910m	Talk with your employees about their overall satisfaction with the company and their work situation
915t	The team evaluates how well the company meets their individual needs
920t	Facilitate a team discussion regarding what employees love about the company

(12)

Supervision

My supervisor gives great direction and feedback, and cares about me as a person.

Code	Course Result
765m	Identify what you know about your employees' family, hobbies, personal challenges, and interests
215m	Evaluate how fair you are with others
620m	Create problem-solving expectations for your employees
780m	Find out what your employees need from you, their manager
785m	Provide help and assistance to your employees facing challenges and obstacles

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Teamwork

People work together to get the job done, we work well with other teams and work units.

Code	Course Result
945m	Create a team meeting agenda item to reinforce great teamwork
438m	Encourage project teams and work teams to rely on each other's skills, knowledge, and abilities
935m	Involve the right people and gather the right information to make great decisions
465t	Identify actions the team can take to strengthen how they work with others within the company
470t	Create behavior norms and expectations for working together as a team

(14)

Total Rewards

There is a clear link between performance and compensation; the benefits package meets my needs.

Code	Course Result
830m	Create a clear link between performance delivered and rewards received
640m	Discuss with your employees how individual performance impacts rewards and compensation
645m	Identify who needs to be rewarded for working hard and going above and beyond what's required
650m	Help employees know what is the market range compensation for their role
655m	Conduct a benefit discussion with your team

(15)

Trust and Fairness

People treat one another with trust and respect; concerns and complaints are listened to.

Code	Course Result
660m	Evaluate how you respond to concerns or issues presented by your employees
665m	Determine how you support your employees
527t	Team members get to know one another
430m	Build trust by learning what will create a great work situation for each employee
420m	Show you trust your employees by recognizing their accomplishments and contribution

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Turnover

Create work situations that cause employees to want to stay.

Code	Course Result
790m	Find out what factors will cause your employees to stay
280m	Identify what is required to create a work situation that will cause each employee to stay
795m	Perform a departure review for your team members
925m	Determine if each employee's compensation package is within market range
930m	Identify what will create a work situation that will cause you to stay

(17)

Work/Life Balance

I have a good balance between my work and personal life.

Code	Course Result
923t	Ensure everyone is clear on what work/life balance looks like with the team or department
739m	Identify who needs help getting a better balance between work and their personal life
243m	Understand what work/life balance looks like for each person
375m	Determine if the workload is the right for your employees and for the company
690t	The team determines what they can do together to create balance for everyone on the team