

The 10-Point Checklist to Retain High-Potential Employees

Organizations with weak leadership pipelines grow their profit only half as fast as those with strong leadership pipelines. The new landscape of borderless work means that retaining top talent will be harder than it was before. Use this checklist to protect your leadership pipeline and retain your High-Potential employees (HiPos).

#	Question	Check if 'YES'	Action, if no
1	Have you formally recognized your HiPos?	<input type="checkbox"/>	The Center for Creative Leadership research reveals only about 40% of employers formally tell HiPos of their status. Of the HiPos who were not formally told of their status, 33% went looking for a new job.
2	Have you identified and shared a career path map with HiPos to discuss what is possible for them and when?	<input type="checkbox"/>	Ensure your HiPos have a professional development plan that helps them understand what options are available within the broader organization and what skills they will need to develop along the way. Be sure also to discuss what they want and their career growth aspirations,
3	Do your HiPos have visibility with senior executives as well as role models of leadership?	<input type="checkbox"/>	Schedule regular meetings for HiPos to interact with the company's top executives. This allows for more intimacy than an "all hands" meeting. Give them greater insight and appreciation into what matters most to the senior team and how they look at issues facing the company.
4	Are you giving your HiPos opportunities to grow outside of their comfort zones?	<input type="checkbox"/>	Trust your HiPos with tasks or responsibilities outside of their immediate role. When HiPos aren't trusted with new responsibilities they can feel as if they're stagnant in their current position and may seek to pursue their career goals elsewhere or become disengaged.
5	Do your HiPos receive feedback consistently?	<input type="checkbox"/>	HiPos are highly competitive and will want to know if they are measuring up to expectations. Give them ongoing, detailed feedback about their performance and their impact, along with an honest assessment of their strengths and weaknesses.

#	Question	Tick if 'YES'	Action, if No
6	Do you have a program in place to develop your HiPos interpersonal skills?	<input type="checkbox"/>	Establish leadership development programs focused on key areas: communication; accountability management; receptiveness to feedback; ability to handle difficult conversations; ability to assess others; ability to empower others.
7	Do your HiPos have access to external coaching?	<input type="checkbox"/>	Executive coaching should not only be reserved for senior executives. Coaching is an effective way to accelerate and strengthen HiPo development. Coaching can target key strengths and blind spots, and prioritize areas of development.
8	Are you challenging your HiPos to test their knowledge and provide them with a more diverse learning experience?	<input type="checkbox"/>	Give HiPos experience and exposure with well-planned, rotational assignments and/or stretch assignments. Tailor each rotation or assignment to support a desired outcome for the HiPo and your organization and base it on your HiPos specific developmental needs.
9	Have you created networking opportunities for your HiPos?	<input type="checkbox"/>	Beyond mentorship programs, your HiPos should be invited to attend both internal and external development and networking events. This will provide your HiPos with opportunities to interact with executives and to develop a network of professional peers.
10	Are you engaging in active discussions with your HiPos?	<input type="checkbox"/>	Your HiPos should feel comfortable communicating when they are feeling not just challenged, but overwhelmed. Ensure that your organization understands the specific needs and yearning of your HiPos. Prioritize ongoing, mutually candid conversations about their development.