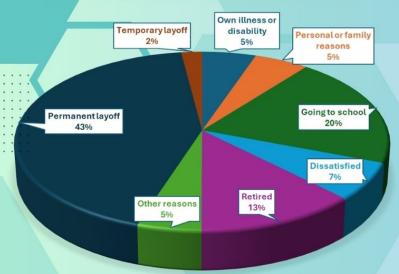
Strategies for Sustainable Staffing in Research Administration

REASON FOR LEAVING CAREERS DURING 2023



¹Reason for leaving job during previous year, monthly, unadjusted for seasonality (statcan.gc.ca)

FEEDBACK MECHANISMS

Encourages staff input, enhances engagement and operational efficiency.

WORKLOAD **EVALUATION**

Evaluate the distribution of tasks and responsibilities to ensure a balanced workload across the entire team.

CAREER DEVELOPMENT

Provides clear career progression opportunities, motivates the staff and enhances job satisfaction.

Prioritizing strategic initiatives, will cultivate a resilient research administration team

RETAINING

building a strong research administration team

DEVELOP CROSS-TRAINING PROGRAMS

Identify key functions within the office and train staff to handle multiple roles.

APPLYING RESOURCEFUL **ADMINISTRATIVE** TOOLS

Simplifying processes enables staff to focus on strategic initiatives. rather than routine tasks

professional

development

Implement

flexible work

arrangements

Encourage

ATTRACTING & **TOP TALENT**

This is foundational to

Initiate open Actively listen

Step 1

- conversation
- Ask questions
- to have a better undersanding

Step 2

•Find supportive resources ie. a mentoring course or additional training

Step 3 Follow up

- Encourage feedback
- Provide additional resources When requested

Step 4 Balance

- Promote a healthy work life balance
- Prioritize their well being

Step 5 Goals

 Work together on creating achievable expectations forjob satisfaction

Sources

HTTPS://HBR.ORG/2024/11/WHY-EMPLOYEES-QUIT

HTTPS://WORKFORCEINNOVATION.CA/INITIATIVES/REPORTS/THEGREATRESIGNATION/

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