



EXECUTIVE BRIEFING

Workforce Intelligence & Attrition Analysis

A comprehensive review of retention levers, value-at-stake, and strategic planning for the next 12 months.



AUDIENCE

CEO, CHRO, CFO



SCOPE & SCALE

591

Records

14.7%

Attrition



KEY OUTCOME

Align on targets, initiatives, and governance for attrition reduction.



Business Challenge & Context

WHY NOW?

Workforce stability is under pressure.

Human capital is our key differentiator, yet we face increasing complexity in managing retention.

14.7% CURRENT ATTRITION RATE

High turnover drives direct replacement costs, disrupts productivity, and erodes institutional knowledge.

THE PROBLEM

- ❗ **Reactive Approach:** Current management relies on intuition rather than evidence.
- 🔍 **Blind Spots:** Lack of clarity on *who* leaves, *when*, and *why*.

Project Objectives

Transitioning from reactive management to proactive analytics.



Reduce Attrition

Identify and mitigate risk factors for specific segments (Age 26-35) before departures occur.



Improve Satisfaction

Correlate job satisfaction with retention to address role-specific burnout and engagement issues.



Strengthen Planning

Ensure diverse succession pipelines and balanced demographics for long-term health.



Enable Decisions

Provide leadership with actionable, data-backed recommendations for policy adjustments.

FROM

Gut-Feel Decisions

TO

Evidence-Based Strategy



Key Metrics Snapshot

Analysis of 591 employee records reveals critical workforce health indicators. A **14.7% attrition rate** signals a need for immediate intervention.

TOTAL EMPLOYEES**591**

Baseline workforce sample size

ATTRITION COUNT**87**

Total departures in period

ATTRITION RATE**14.7%**

⚠ Critical metric requiring review

AVG TENURE**7 Yrs**

Proxy for organizational stability

AVG AGE**37.3 Yrs**

Reflects a mature workforce

AVG SALARY**6.68K**

Mean compensation benchmark

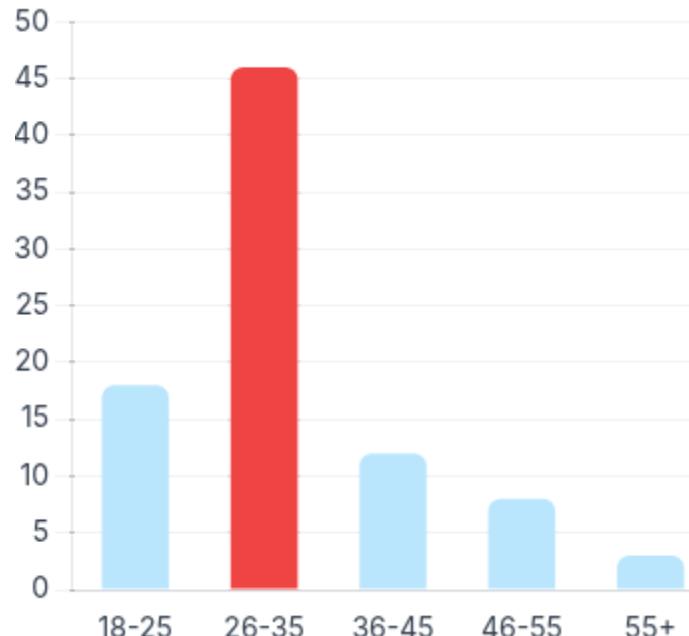


Critical Insights: Attrition Patterns

Segmentation analysis identifies distinct high-risk cohorts. The **26-35 age group** and employees with "**Other**" educational backgrounds are primary drivers of turnover.

BY AGE GROUP

Highest Risk

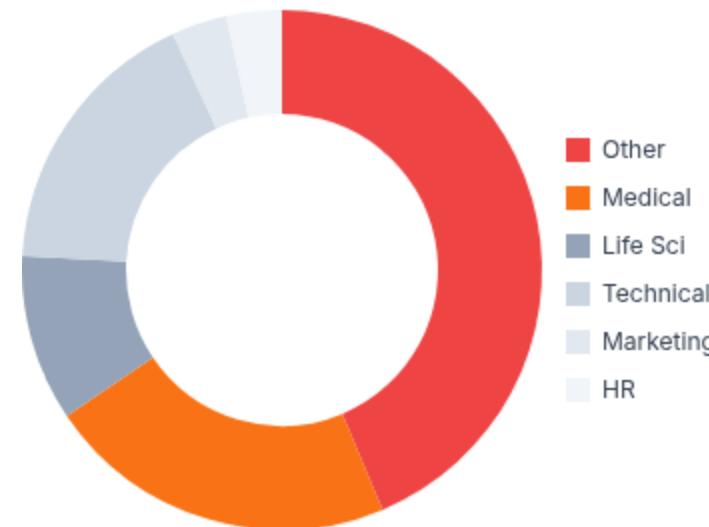


Observation

46 employees (53% of attrition) left from the 26-35 bracket, indicating volatility in early-mid career stages.

BY EDUCATION

Skill Misalignment?

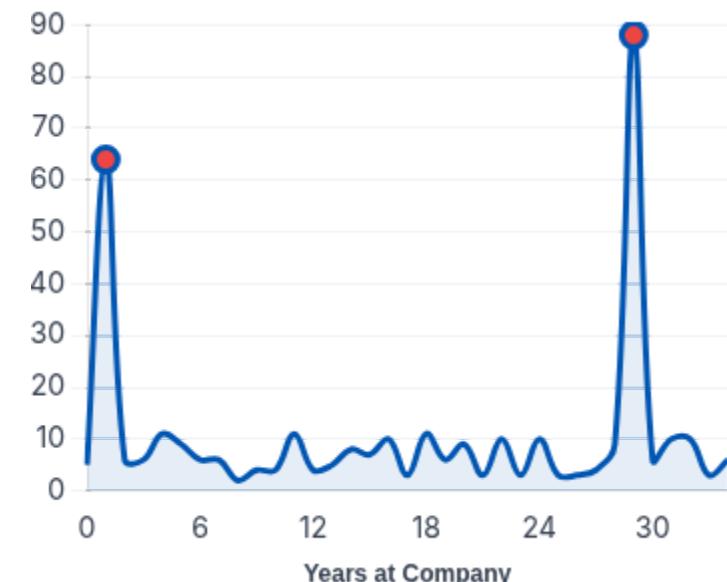


Observation

"Other" (38%) and "Medical" (19%) fields account for **65% of departures**, suggesting potential role misalignment.

BY TENURE (YEARS)

Critical Milestones



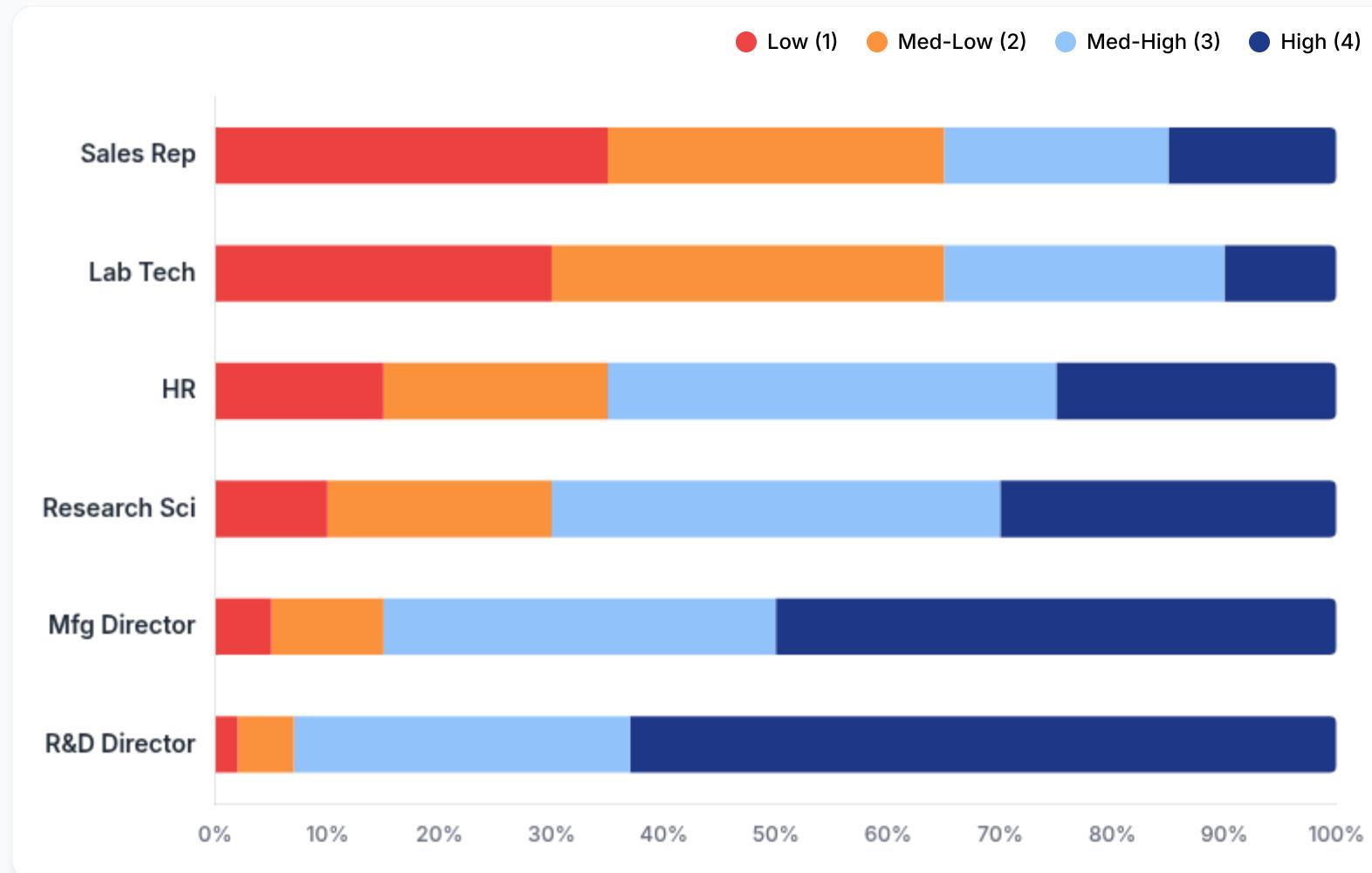
Observation

Distinct spikes at **Year 1** (early churn) and **Year 29** (retirement) reveal bimodal risk.



Job Satisfaction by Role

Analysis reveals a polarization of sentiment. While leadership roles report high engagement, **Sales Representatives** and **Lab Technicians** show alarming dissatisfaction rates.



Critical Hotspots

Sales Reps and Lab Technicians display the highest concentration of "1" and "2" ratings.

- **Sales:** Likely driven by commission structure volatility.
- **Lab Techs:** Potential issues with repetitive workload.



Immediate Actions

- ① **Deep-Dive Pulse Survey**
Deploy specific questionnaires to Sales & Lab teams to isolate root causes.
- ② **Manager Enablement**
Equip frontline managers with retention toolkits and intervention budgets.



Strategic Recommendations & ROI

5 Priority Initiatives

Execution: Q1-Q2

1 Targeted "Stay Interviews" (Age 26-35)

Deploy proactive retention discussions for the highest risk group (46 exits). Identify individual career aspirations before resignation letters land.

2 Career Architecture for "Other" & Medical

Address the 65% attrition share in these fields by creating clear internal mobility maps and skill utilization reviews.

3 Onboarding & Early Career Support

Counter the Year 1 attrition spike with a structured 12-month onboarding program, including mentorship and 90-day check-ins.

4 Role-Specific Engagement (Sales/Lab)

Address low satisfaction scores through comp structure review for Sales and workload balancing for Lab Technicians.

5 Succession Planning (Senior Tenure)

Mitigate knowledge loss from the Year 29 spike by formalizing knowledge transfer processes and identifying successors.

Value at Stake

ANNUAL SAVINGS PROJECTION

Target Attrition Reduction

14.7% → 12.0%

Retained Talent

~16 Emp.Avg. Replacement Cost
($0.5 \times$ Annual Salary of \$80.2k)**\$40.1k**

Total Estimated Savings

**\$0.64M**

+ Productivity Gains & Morale

*Assumptions: Replacement cost includes recruitment, training, and ramp-up time.



Implementation Roadmap

A phased approach to transition from insights to action, prioritizing immediate retention risks while building long-term institutional capabilities.

1

2

3

**PHASE 1**

0–30 Days

Mobilize & Diagnose

- ✓ **Validate Data:** Confirm "Year 29" anomaly & KPI definitions.
- ✓ **Launch Stay Interviews:** Target Age 26-35 cohort immediately.
- ✓ **Pulse Survey Design:** Create targeted pulses for Sales & Lab Techs.

PHASE 2

31–60 Days

Pilot Interventions

- ✓ **Internal Mobility:** Pilot pathways for "Medical" & "Other" backgrounds.
- ✓ **Quick Wins:** Adjust comp/workload for critical hotspots.
- ✓ **Onboarding Fix:** Standardize 90-day check-in process.

PHASE 3

61–90 Days

Scale & Optimize

- ✓ **Scale Pilots:** Expand mobility programs to all depts.
- ✓ **Succession Planning:** Map successors for senior tenure exits.
- ✓ **Knowledge Transfer:** Formalize handover protocols.

LONG TERM

Q2 – Q4

Sustain & Embed

- ✓ **Enterprise Rollout:** Full adoption of data-driven retention policies.
- ✓ **Governance:** Quarterly HR analytics reviews with C-Suite.
- ✓ **Integration:** Link attrition models to annual workforce planning.



Targets, Governance & Decisions

Proposed 12-Month Targets (OKRs)

FY 2026 Goals

ORGANIZATION ATTRITION

≤12.0%

14.7%



Primary KPI. Reduction stabilizes core workforce.

EARLY TENURE CHURN

-25%

↓ Year 1 Exits



Driven by new onboarding & mentorship programs.

ROLE SATISFACTION

+15%

Sales & Lab



Improvement in engagement scores (1-4 scale).

SUCCESSION READINESS

+20%

Critical Roles



Coverage for Year 29+ retirement wave.

GOVERNANCE FRAMEWORK

**Monthly Review**

Audience: CEO, CHRO

**Quarterly Deep Dive**

Audience: Function Leads

CHRO

Program

CFO

ROI/Value

VPs

Execution

Decisions Required

Immediate approval needed to launch Phase 1 initiatives.



Approve Target Ranges

Formalize the 12% attrition goal and associated departmental sub-targets.



Endorse Pilot Resources

Allocate budget for "Stay Interview" training and internal mobility platform pilot.

STATUS

PENDING APPROVAL