mimansa
RESEARCH & ADVISORY

PLAYBOOK · KEEP THEM BEFORE THEY GO

Monthly Retention Huddle



Same day each month. 30 minutes. The HRBP runs it with the team's leaders.

DATE

e.g. e.g. 5 July

TEAM

e.g. e.g. Product, Pune

	PART	WHAT TO SAY (EXAMPLE)
01	5 min	Look at the risk list. Who moved to High? Who moved down?
02	5 min	Check last month's actions. Done, late or stuck?
03	5 min	Any new shocks this month? Was each one followed up?
04	10 min	Who left? What was the real reason? Was it a regretted exit?
05	5 min	Agree new actions, owners and dates.

DECISIONS

PERSON	RISK LEVEL	ACTION	OWNER	BY WHEN
e.g. Ravi K.	*High*	*Skip-level talk*	*Head of Product*	*20 June*

WHO LEFT, AND THE REAL REASON

Talk about patterns, not blame. Keep names inside this room.

FREE TO USE AND SHARE · V1 · OCT 2026