



How to prepare to communicate to staff
Communication Planning Worksheet

What do I want to communicate? It is important to consider both the words and the attitude you want to convey through your communication.

Who should I be communicating with and when? What is the best vehicle to use to communicate based on who is receiving the information?

What will happen if I don't communicate?

What are the benefits of this change effort to my staff, to the organization, to me?

Is this a reoccurring matter? If so, will I promise to keep my staff up to date?

Will the message be perceived as good news or bad news?

What questions have my staff been asking about (this topic), before I prepare new messages?

Do I know everything I need to know about (the topic)? Where can I find out more?



The goal of an internal communications plan is to help employees deal with change by ensuring they understand the change, how the change affects their day-to-day work environment, how the branch and the Department at large are shaped by the change, and how to give feedback on the change once it has been implemented.

Please note: You should consult your internal communications advisor to ensure a coordinated approach within your branch and that there are no possible external (public) or corporate (portfolio-wide) communications components that need to be addressed or considered

