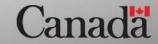
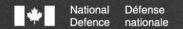




How to prepare to communicate to staff Communication Planning Worksheet

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.

<u>Please note:</u> 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

