

Communication Plan Worksheet

Directions: The purpose of this communication grid is to identify strategies for HR Managers to communicate how Career Banding will be implemented and how that will impact upon the various target audiences within your Division/Institution.

Who is to receive the information?	What information do they need to know?	How will they receive the information?	When do they need to receive the information?	How will you know if the information they receive makes sense to them?
Director / Executive Team / Managers (including Budget / Business Managers)	Career Banding Overview: <ul style="list-style-type: none"> ▪ What is Career Banding? ▪ Timeframes? ▪ How will it change the current system? ▪ How will we manage dual systems? ▪ Why are we banding? ▪ How will Career Banding affect the overall budget, budgeting processes, and approval authority? ▪ Questions/Answers 	<ul style="list-style-type: none"> ▪ Scheduled overview using powerpoint presentation ▪ Updates and discussions in regularly scheduled meetings ▪ Email notices, newsletters, and memos on updates ▪ DHHS Banding website and updates to division/institution websites. 	<ul style="list-style-type: none"> ▪ Overview-now / ASAP ▪ Updates in standing meetings as information is received from DHHS central and/or OSP. <p>(May choose to hold separate meetings or combine as appropriate.)</p>	<ul style="list-style-type: none"> ▪ Request feedback ▪ Gain consensus ▪ Ask for feedback during standing meetings to ensure buy-in. ▪ Submit questions and concerns to Central HR.
Hiring Managers (including supervisors)	Career Banding Overview: <ul style="list-style-type: none"> ▪ What is Career Banding? ▪ Timeframes? ▪ Why are we banding? ▪ Questions/Answers 	<ul style="list-style-type: none"> ▪ Scheduled formal training sessions using powerpoint presentation (a more detailed version to be developed by 	Prior to implementation of banded classes. (May delay of administration	<ul style="list-style-type: none"> ▪ Demonstrated through planned exercises / examples during training. ▪ Standard training evaluations ▪ May develop and use