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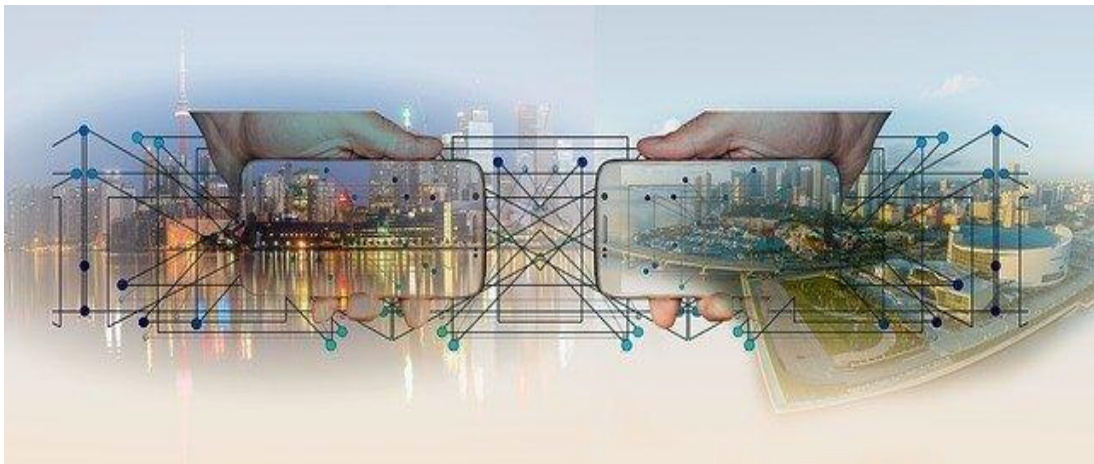
Building Transformative Leaders

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7 STEPS TO DEVELOPING A COMMUNICATION PLAN

Communicating with your employees in times of change is critical and necessary for continuity. Below are 7 steps to develop a communication plan that will get your organization on the right path.

1. Engage and coordinate with internal and external stakeholders.



2. Leverage experts (HR/Legal/Communications/IT).
3. Ensure all communication networks are operational.
4. Update and confirm contact information, including emergency contacts.
5. Don't forget new hires, contractors, temps, and volunteers.
6. Disseminate information using all available forms of media, as appropriate.
7. Provide important contacts and resources.