**Communication in Leadership**

***It is important for a leader to communicate with employees to manage expectations and to ensure staff are successful with assigned duties.***

**Ways for leaders to communicate:**

* **One on one meetings** – check-ins- weekly or monthly to check on progress and offer support.
* **Staff meetings** – usually once a month or bimonthly to provide information on what is taking place in the organization.
* **Internal Newsletter**- provide information to employees – information they should know concerning their place of employment.
* **External Newsletter**- community newsletter to let the public know all the wonderful things happening at your organization.
* **Robocall**- timely message to send to staff members.
* **Text message**- message to notify staff members.
* **Email**- providing guidance, update, and information to staff members.
* **Intranet** – web portal for staff only – usually housed on the website and not public facing.