

Internal Communications Strategy Implementation Programme

	Initiative	Frequency	Responsibility	How	Timescale	Progress Report	Next Steps	Action
TO1	Staff Phonebook	Updated as information changes	Personnel to oversee Individuals / team leaders to update	Ewok but also downloadable		Photos to be added to eWok Staff survey complete and results published	A replacement Telephone Directory system is being investigated which will integrate all aspects and uses in a single directory. Paper copies to be supplied as appropriate to Members.	Geoff Young / Mike Smith
TA1	Key Communicators				April 2005	Communications Champions agreed as a part of External Communications Review	Complete	
TA5	Making suggestions for improvement	Ongoing and at monthly team meetings	Teams	Team talk		Ewok Forum developed for Teamtalk feedback Specification for new e-Wok developed.	Complete	
TR3	Communication Training Programme (Including previous G2 on Vision and Values)	At induction but also ongoing for all existing staff	Personnel but promoted by line managers/Service Heads	A series of workshops led by appropriate in house experts.	Review - As part of PDPs	A modular programme has been agreed for implementation in April 2005	Complete	
G5	Produce plain language guidance with agreed standards for all communication	Ongoing but reviewed at least once a year	Internal Communications Group	Printed guide - Reinforced through training		Guide has been produced in draft	Consideration to be given on how best to distribute and in what form No progress due to lack of resource.	KP
TO3	Well maintained Intranet (EWOK) with immediate access via pc	Ongoing and regularly reviewed	Management Team/Service Heads/Web publishers	Adopt new CMS. Provide training to encourage use by all	Ongoing	Review and consultation completed Specification for new e-Wok developed. HR reviewing Welcome pack for New Employees	New content management system to be implemented. No deadline yet.	Sunny Beukes / Andrew Gresham
TA6	Networking meetings between teams / individuals / staff secondments	As the job requires	Managers to facilitate but also two way	Meetings Mini secondments		Shadowing scheme being launched	Complete	Service Heads
TO6	Use of Electronic Diaries	Ongoing	Everyone	Via Outlook system and introduce screens in meeting rooms with diary facility	January 2005	Electronic room booking diary facility in development. Laptops now available for room bookings at meetings. Upgrade of system due.	Complete	