

# Action Plan Implementation Strategy



## Example Action Plan Implementation Strategy for Poor Organisational Communication

*Please note that the interventions outlined in this example come from the [Mind Your Head Example Action Plan](#) and would need to be replaced with interventions related to your own workplace. We suggest completing an Action Plan for your own workplace first (you can use our [blank template](#) and [Hierarchy of Control guides](#) to help you with this) and then using these implementation strategies as examples of how to roll-out your own interventions.*


### Week 1-2: Comprehensive Consultation Phase

Clear and consistent communication is pivotal for the smooth functioning of any organisation. Addressing communication barriers is vital to ensure transparency, trust, and collaboration among employees. This strategy will require dedicated efforts, particularly from a designated person/s in the HR Department, over the coming weeks.

- Day 1-4: Announce the initiative to tackle "Poor Organisational Communication". Utilise various communication channels to inform the entire workplace (emails, intranet posts, and physical notice boards), asking for employee feedback and insights.
- Day 4-12: Organise comprehensive group consultation sessions with representatives from different departments. Facilitate these through digital platforms for virtual consultations. Ensure every employee is familiar with the existing "Internal Communication Guidelines".
- Day 8-14: Circulate a detailed survey/feedback form to collect insights and suggestions on existing communication challenges, ensuring all employees have the opportunity to voice their concerns.

### Week 3: Drafting and Redesign Based on Consultation

- Day 15-16: Using the feedback from the consultation phase, begin planning the structure and outline for the weekly all-staff virtual meeting. Determine optimal timings, platforms, and agendas.
- Day 17-18: Initiate the creation of a transparent organisation chart, detailing roles, responsibilities, and reporting hierarchies.



Day 19-21: Design collaborative workshops or brainstorming sessions to replace traditional top-down change directives, fostering a more inclusive and collaborative approach to decision-making.

#### **Week 4: Implementation and Feedback**

Day 22-28: Integrate feedback received during the consultation phase. Finalise the weekly all-staff virtual meeting structure, the organisation chart, and the format for collaborative sessions.

Launch the new communication initiatives. Kick off the weekly all-staff virtual meetings and share the organisation chart with all employees.

Monitor the initial reactions and feedback to the new communication strategies. Make prompt adjustments as required based on employee feedback.

#### **Final Communication:**

Conclude the implementation phase with a communication to all staff, acknowledging their valuable input and emphasising the organisation's commitment to enhancing communication. Importantly, introduce the monthly feedback collection process and quarterly review sessions to continuously assess and refine the communication strategies. Encourage active participation in these sessions to further improve the organisational communication landscape.