Notes from Communication Discussion – Supervisory Forum / June 7, 2018

1. Begin each email with one Benefit

2. Shorter

3. Clear sense at the top of what’s important (performance management as example)

4. Online calendar on website: dates when things are due

5. Emails are part of an overall strategy – use meetings and face time as well

6. Digital divide – how to reach people who may not use email routinely

Notes from Onboarding Discussion

1. Timeline – at this date, employees receive or complete certain trainings

2. Have Onboarding be a topic at a future Forum