**EXAMPLE COMMUNICATION SYSTEM**

1. **WITHIN EACH TEAM**

**Daily :** A daily team brief to swap information (5-10 mins)

**Weekly:** A weekly team business meeting to swap information, discuss strategy and track performance (1 hour).

**Monthly:** A monthly team business meeting to discuss monthly results, work on next month’s strategy and celebrate success. (1 hour)

A monthly one-on-one between the manager and each individual in the team.

1. **ACROSS THE ORGANISATION**

**Daily:** Intranet forum for day-to-day information sharing and posting of questions.

**Monthly:** A monthly leader’s newsletter with recognition of high achievers and information on the progress of the overall business.

**Quarterly:** A Buzz Night with dinner and drinks for all people in each region of the company to

communicate group information, celebrate success and reward and recognize people for demonstrated achievement in front of their peers.

**Tri-annual:** Team Leader’s Conference to discuss long-term strategy and direction.

**Bi-annual:** Staff Conference to augment learning and personal development and educate and

Inspire people in the company’s ongoing strategies.

**Annual:** A Ball or awards night to celebrate success and reward and recognize the company’s top performers in front of their peers.