
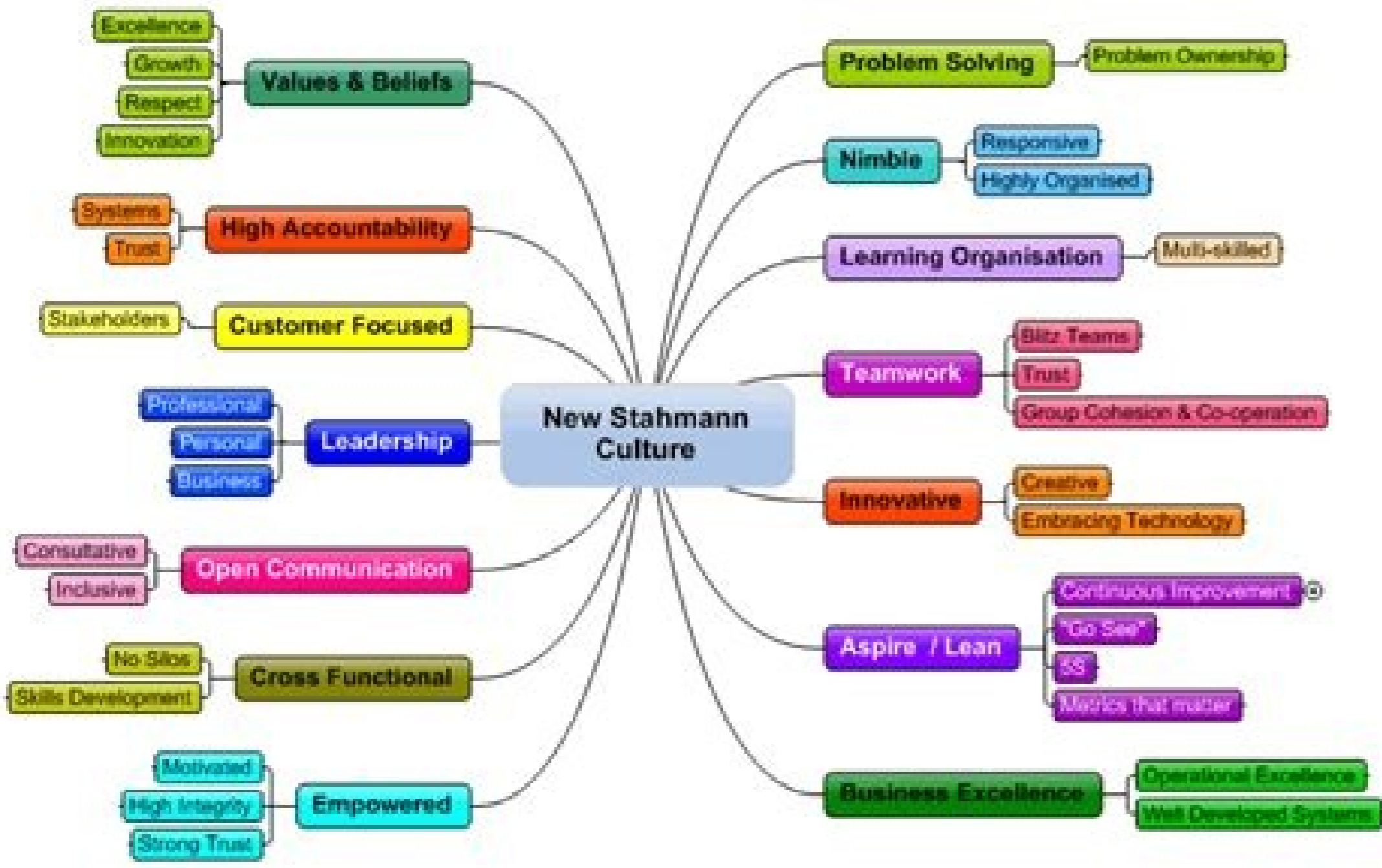


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Organizational communication strategy template



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SUMMARY
 A strong self-starter with exceptional customer skills and an appreciation for both staff and clients. I have a proven track record for achieving exceptional results in a fast-paced environment.

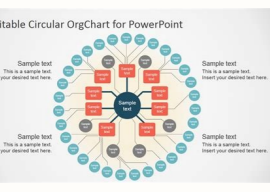
SKILLS
 Microsoft Office, Healthcare Software, Customer Service, Human Resources

WORK EXPERIENCE
Recruitment Assistant
 Henry Health Care, November 2011 - 2013
 • Recruited and interviewed candidates for various roles across the company.
 • Managed the recruitment process from initial contact to final offer.
 • Maintained accurate records of all recruitment activities.
 • Collaborated with hiring managers to understand requirements and identify suitable candidates.
 • Conducted initial interviews and shortlisted candidates for further assessment.
 • Assisted in the onboarding and orientation of new hires.
 • Provided excellent customer service to applicants and staff.

Recruitment Assistant
 Data Corporation, 2009 - 2011
 • Recruited and interviewed candidates for various roles across the company.
 • Managed the recruitment process from initial contact to final offer.
 • Maintained accurate records of all recruitment activities.
 • Collaborated with hiring managers to understand requirements and identify suitable candidates.
 • Conducted initial interviews and shortlisted candidates for further assessment.
 • Assisted in the onboarding and orientation of new hires.
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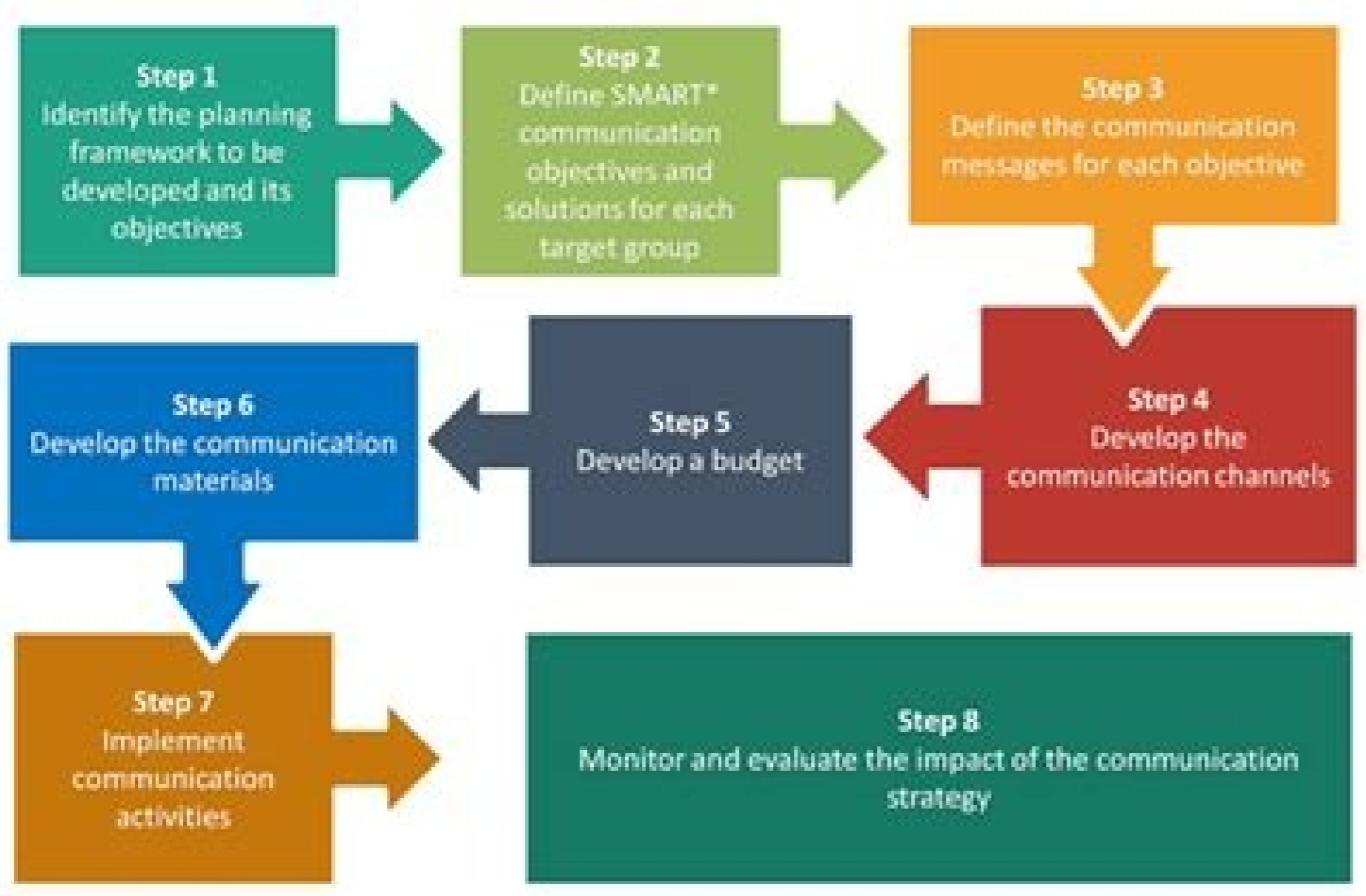
EDUCATION
 None

Overall Business Objective	Digital Marketing Objective
Increase sales	Achieve an increase of 150% in direct sales from the website within 12 months.
Increase leads for the sales team	Gain an additional 25 leads per month from the website by May 2013. Gain 20,000 database registrations by January 2014.
Improve customer retention	Increase retention rates of customers online from 35% to 40%, by the end of 2013.
Improve brand awareness	Increase visitor numbers to the website from 2,000 to 10,000 by August 2013. Achieve number 1 listing in google natural search for the key search term 'Digital Marketing' by September 2013.
Reduce costs	Reduce number of customers calling for a brochure from 800 to 500 by end of May 2013. Reduce phone calls to the customer service team by 500 per month by June 2013.



COMMUNICATIONS STRATEGY

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If you're a project manager or are in charge of an internal project for your company, this internal communication plan template is just what you need to keep the team on track. The key messages would cover: The goals and objectives of the product launch. The reason and story about why this product was created and what problem it solves for people. Customize this template and make it your own! Edit and Download This change management communication plan designed by our Visme designers uses placeholder content for a change in CRM. Use the timeline feature in the implementation section to visually schedule the tasks for the project. Strategies for communication, both in-house and outbound. What is a communication plan? Use the timeline page to explain in detail what needs to happen. Setting every team member up with the information they need to reach a common goal is the primary purpose of this marketing communication plan. A communication plan solves many problems that teams usually face when there's no clear direction for everyone involved. Plus, measurable insights can help with other product launch projects in the future. Template #2: Crisis Communication Plan Every startup, company or enterprise is bound to have a moment of crisis to deal with. Change the image background for another and customize the text boxes and icons to match your content. The sections apply to any type of change and are: Summary: What is changing and why? Start using this crisis communication plan template today. Customize this template and make it your own! Edit and Download This marketing communication plan has a colorful, modern feel. What is the purpose of a communication plan? Change can be about a piece of software, a physical working location, a process or system. Explain how and when deliverables are to be expected and who are the key stakeholders in the process. Following the goals, set the objectives. Launch Phases Pre-Launch Activities Launch Day Post-Launch Follow Up Make sure to include the steps for recording post-launch metrics as these are just as important as the ones done pre-launch. Customize this template and make it your own! Edit and Download This communication plan template is simple and keeps things to only two pages. When you use a communication plan like this one, your success rates go up. That's because precise instructions and direction are often essential for teachers, staff, parents and managerial positions. Customize this template and make it your own! Edit and Download This sleek communication plan template uses contrasting desaturation with bright colors to bring attention to the content. We've created a list of 10 professional communication plan templates for various use cases. Customize this template and make it your own! Edit and Download In the six pages of this attractive product launch communication plan, you can lay out all the steps for your product's pre and post-launch activities. The first step in communication planning is to define the goals you and your team want to achieve. What are the key messages of a communication plan? This way, the reader can navigate to their desired content from the table of contents. From there, team members can spread out through relevant links and supplementary documents. What is the first step in communication planning? Template #8: School Communication Plan Ensuring that all communication levels are clear and concise within a school setting can be difficult without a communication plan. You'll also be able to download your designs in multiple formats, from image to PDF to HTML5, work in collaboration with your team, create a Brand Kit and much more. But you might still need a little help deciding if this is a suitable document for what you need. Customize this template and make it your own! Edit and Download In a crisis communication plan, all involved parties have access to the necessary information. What messaging and visual strategies to use for social media and advertising. Give instructions on how to name files and where everything is stored in the cloud. All you need for effective communication is the key messaging and the relevant links to the preferred communication channels. Every communication plan is different, just how every project is different. A standard communication plan includes sections like: Short and long-term goals for the project. With a clear communication plan, everything is explained in detail and easy to follow. You can edit them online and download for free or share them with your team. This is the perfect communication plan template to help your team change something seamlessly without affecting other aspects of your work. You can remove the cover page and download your communication plan as a single-page infographic, or you can add more pages to turn it into a more comprehensive document. To keep the communication plan easy to read and understand, link to longer content with popups or external hyperlinks. Specific instructions about your company's communication process. For that reason, you need a crisis communication plan to specify actionable practices in any crisis. Template #7: Stakeholder Communication Plan Having many stakeholders aiming for the same goal requires good organization and planning. Start customizing this simple communication plan template today. Share everything they need to know about your company, the goals, objectives, changes, projections and more. Apart from the list above, a communication plan must also include details pertinent to the specific project. In fact, if you've been creating project communication plans in an Excel spreadsheet, it's time to upgrade your communication efforts! Knock your team out of their seats with your impactful communication plan! Sign in to your Visme account and look through the template library or click on any of the communication plan template buttons in the list above. Make sure everyone's on board with this stakeholder communication plan template. What's the best tool to create a communication plan online? A set of key messages to be explained in detail, separated into sections. Template #4: Internal Communication Plan Working on a project together takes careful planning. On the last page, you'll find a timeline to help every team member on track of their tasks and in what timeframe. Your key messages are the most essential communication points for any particular project. Include a list of involved stakeholders and links to further means of collaboration. All communication needs are laid out in detailed sections covering topics from goals and objectives to timelines and schedules. If you want to create a communication plan that makes an impact, use Visme! Our professionally designed communication plan templates will look amazing with your content and be super easy to customize. The placeholder sections in the table of contents include: Executive Summary Objectives Situational Analysis Demographics Adding your content is easy as all you have to do is copy and paste into the template and adjust as needed. Get started with this project management communication plan template. For example, let's say you're creating a communication plan for a product launch. Customize this template and make it your own! Edit and Download Be clear and direct about what needs to be done, by whom and when, by putting it all down in this project management communication plan. Also, maintain a visual balance in the general look-and-feel of the page. Specify which communication teams take care of what tasks, like the press release and influencer outreach emails. The best way to make sure all the pre-launch tasks are taken care of is to create a product launch communication plan. With a premium subscription, not only will you get access to premium templates and graphic assets, you'll also be able to create any type of visual — from documents and presentations to infographics, charts, surveys, social media graphics and more. To get started with designing your communication plan, simply choose the template that best fits your vision and input your content. Start customizing this school communication plan template today. Strategies for measuring success. A well-structured and effective communication plan is the single most crucial factor of project management in any industry and for every use case. Ready to get started? Customize this template and make it your own! Edit and Download Our professionally designed internal communication plan is easy to use and customize with your content. If you're new to Visme, use one of the free templates and adjust the content accordingly. The sections are separated as follows: Goals Stakeholders Implementation Team Involved If you plan to share your communication plan as a digital PDF, add links to the respective pages. Q5. It could be an unhappy customer or a global pandemic. It keeps everyone on the team on the same page about what needs to be done, how and when. In this plan template, there are four sections for your key messaging: Goal and Objectives SWOT Tactics Timeline The SWOT analysis page is a practical guide to see where your brand has weaknesses and what strengths will pull it through. Q1. An excellent way to make sure all key messaging is clear is to add each one as an item in the Table of Contents. Customize this template and make it your own! Edit and Download This professionally designed template offers all the pages you need to organize the information for your stakeholders. Share the template with team members to get feedback and collaborate on the final design. Phases: How will the change take place with the help of a timeline? A communication plan can be printed, sent via email as a PDF or shared as a live online link. The best part? Q4. With a Visme communication plan, you can include data visualizations using data from a Microsoft Excel sheet. Use the sections set up for you in the template or create your own. Circles form a big part of the visual layout, making the content easier to digest and more interesting to look at. A schedule and timeline for specific events, deadlines and reporting. Make your communication plan interactive by adding links to the correct communication channels for direct messaging and virtual or in-person meetings, and then share it online. Q6. If there are folders or systems that people need to access for the project's success, list them and explain how to use them. Further communication methods. A communication plan's specific key messages will depend on what you want to achieve and who your target audience is. Link to collaboration channels and give instructions on how to use them best. Explain how you plan to achieve these with the help of timelines, schedules, and tables. Stakeholders: Who is involved in the change and how? This project management communication plan template is just what you need as the basis of your action plan. If you need more pages for more key messaging sections, it's easy to duplicate the pre-designed pages and add your content. Q3. Q2. Sign up for a free Visme account today and create a great-looking, comprehensive communication plan to share with your team. It effectively utilizes icons, progress bars and a table format to visualize possible situations of crisis, and the appropriate response to each situation. Template #10: Product Launch Communication Plan When launching a new product, it's good practice to work as a team. Customize the colors and fonts for your brand using your Brand Kit. The primary purpose of a communication plan is to deliver consistent information about a shared goal. A communication plan is a strategic document that shares coordinated, consistent and directed messaging for achieving a specific goal or goals. Outline both short and long-term goals so it's easier to plan the project as pieces of a whole. Frequently Asked Questions (FAQs) Are you still weighing your options about creating a communication plan? Your key messaging will probably be similar to this but it's easy to personalize or add more. Start customizing this marketing communication plan today. If you need more pages than the template provides, simply duplicate and add your content in text boxes. Use hyperlinks to more in-depth content for specific teams and don't forget to share the links to relevant communication platforms. That's why we've put together the most common questions asked about communication plans. Template #9: Marketing Communication Plan Marketing campaigns are successful when everyone involved knows what their part is in the process and what their tasks are. If you need to make the timeline longer, simply duplicate the page. Start customizing this internal communication plan template now. Start editing this product launch communication plan template now. 10 Communication Plan Templates for Professionals Template #1: Strategic Communication Plan Template #2: Crisis Communication Plan Template #3: Project Management Communication Plan Template #4: Internal Communication Plan Template #5: Simple Communication Plan Template #6: Change Management Communication Plan Template #7: Stakeholder Communication Plan Template #8: School Communication Plan Template #9: Marketing Communication Plan Template #10: Product Launch Communication Plan Frequently Asked Questions (FAQs) Before you start scrolling, here's a video on how to create attractive documents with Visme to get your creative juices flowing. Plus, share all relevant information like the dates for team meetings, a project roadmap, and the manager's phone number. A communication plan brings together all the communication channels into one single document. Start using the change management communication plan template today. Hopefully, the templates on this list inspired you to take a look and give them a try. A simple communication plan will do the job for any small project. What's included in a communication plan? A change management communication plan will help everyone involved in the transition by making sure they're all on the same page. That said, you'd be surprised at what you can do with a premium Visme subscription. Details about the people involved in the project. A project manager needs to ensure that everyone knows what's expected of them and who to contact about different things. Customize this template and make it your own! Edit and Download Our school communication plan template was created especially for you by our Visme designers. Template #3: Project Management Communication Plan Is your team working on a project together and you need to keep everything in check and on track? Template #1: Strategic Communication Plan Strategic communication plans are essential documents that corporations, organizations and

companies use to maintain stable and constant communication with their audiences. You'll need to adjust the layout a bit, so the pages don't look the same. The three main sections cover communication strategies at three different levels: Academic Communication Staff Communication School-Wide Communication Customize the tables with your school colors and input your specific information into the cells. Are you looking for a way to let everyone know what needs to be done and when? Template #5: Simple Communication Plan Communications planning doesn't always need to be complicated. Our designers have put together a collection of pages and sections to get you started, including: Crisis Communication Policy Crisis Command Center Team CCC Activation Hierarchy Media Liaison To personalize your brand's communication plan, simply change the colors and fonts using your Brand Kit. Make sure to share the finished communication plan as a digital PDF file. Design Your Own Communication Plan Online Creating a communication plan is easy when you have practical and inspiring templates to guide you. But what remains the same across the majority of communication plans is the relevant and strategic information. A timeline of pre-launch activities including who will be contacted for outreach and what information will be shared with them. Use the table of contents in this project plan to outline all necessary information and key messaging. Template #6: Change Management Communication Plan If you've ever had to change something inside a company, you know how difficult it can be to it seamlessly. Your job as a project manager is to make sure everything is taken care of correctly and on time. Start editing this stakeholder communication plan template now. Start customizing this strategic communication plan template today. If you want to add pages with charts or more text content, just duplicate a page and use the same colors as the rest of the design to have a balanced look and feel. Easily customize the template to match your brand by using your Brand Kit. Just choose the category that best describes your needs from the navigation below and start designing a successful communication strategy.

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