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| --- | --- |
| **Employee’s Name** |       |
| **Work Role**  |       |
| **Supervisor Name** |       |
| **Date Prepared** |       |

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| **Communication Plan** |
| **Factors that impact wellbeing** | **Impact to wellbeing** | **Detail to communicate** | **Communication process***Include a brief description of why you have decided to* ***approach*** *this in that way, the* ***style*** *you will use and what communication* ***method*** *you will use.* | **Expected outcome of communication** | **Response if negative reaction from Supervisor** |
| **Positive impact** | **Negative impact** |
| 1.
 |       |       |       | 1.
2.
3.
 |       |       |
| 1.
 |       |       |       | 1.
2.
3.
 |       |       |
| 1.
 |       |       |       | 1.
2.
3.
 |       |       |

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| **Implementation** |
| **Date of communication** | **Detail communicated** | **Actual outcome of communication***Here outline or describe the result of your communication based on one of your anticipated outcomes from your reflective journal.* | **Follow up action**  | **Signature** |
|       | 1.
 |       |       |       |
|       | 1.
 |       |       |       |