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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |
|  |  |  |  |  |