

### DHRM Communication Tool

Goal: To provide **Effective** communication that is **Consolidated** and **Streamlined**

<b>Decision to Make</b>	<b>Choices</b>	<b>Description</b>
Who is the target audience?		Who ultimately needs to hear the message? Are there any stakeholders that need to know?
What is the key message?		What do you want the audience to take away from the message?
What is the message's main objective?		Is the objective to inform, alert, or update? Does the message require action? Is feedback or return communication requested?
What is the mode of communication to deliver the message?		Is the mode email, meeting, webinar, blog, Gateway, telephone, or newsletter?
Who are the implementers of the message?		Where is the audience going for additional information? Is the information provided consistent?
What is the timeframe for communication?		What is the deadline? Is it to be communicated in phases? Is there anyone who needs to know first?