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Titolo	Communicating with employees [[electronic resource]] : improving organizational communication // Frank M. Corrado
Pubbl/distr/stampa	Menlo Park, CA, : Crisp, c1994
ISBN	1-4175-2419-7
Descrizione fisica	1 online resource (102 p.)
Collana	A fifty-minute series book
Disciplina	658.4/5
Soggetti	Meetings Communication in management Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	<p>""TITLE""; ""COPYRIGHT""; ""PREFACE""; ""ABOUT THE AUTHOR""; ""CONTENTS""; ""INTRODUCTION""; ""SECTION I Conduct a Communication Audit""; ""CHANGING COMMUNICATION NEEDS""; ""MANAGERS: WHERE COMMUNICATION GRIDLOCKS""; ""My Organizationa€?s Grapevine""; ""THE CHANGING WORK FORCE""; ""THE NEW WORKPLACE AND COMMUNICATION""; ""GOOD ORGANIZATIONAL COMMUNICATION: A BIG PAYOFF""; ""THE NEW PROFESSIONAL COMMUNICATOR""; ""ANALYZING YOUR SITUATION""; ""Exercise: Conduct an Evaluation""; ""SECTION II Planning Successful Organizational Communication""; ""DEVELOP YOUR COMMUNICATION PROGRAM""</p> <p>""The Seven-Step Employee Communication Program"""" COMMUNICATION BENCHMARKING""; ""Exercise: Benchmarking""; ""INVOLVING EMPLOYEES""; ""Starting Todaya€?""; ""HUMAN RESOURCE COMMUNICATION""; ""Communication Check-Up""; ""Exercise: Human Resource Communications""; ""SPECIAL HUMAN RESOURCE COMMUNICATION ISSUES""; ""Exercise: Communicating About Pay""; ""KEY ELEMENTS OF A BENEFITS COMMUNICATION PLAN""; ""Eight-Step Method for Improvement""; ""STEP 1 Conduct Research""; ""STEP 2 Develop a Strategy""; ""STEP 3 Hand out Materials""; ""STEP 4 Schedule Presentations""</p> <p>""STEP 5 Prepare Visually Based Communciations""""STEP 6 Prepare</p>

Coordinated Print Pieces"; "STEP 7 Use Interactive Components";
"STEP 8 Evaluate the Results"; "Benefit communication tools to choose
from include the following:"; "Special communication activities can
include:"; "ENCOURAGING FEEDBACK"; "Exercise"; "Negative
Feedback"; "EVALUATING COMMUNICATION PROGRAMS"; "WHICH IS
BETTER: QUANTITATIVE OR QUALITATIVE RESEARCH?";
"COMMUNICATION RESEARCH AND CHANGE"; "SECTION III Your New
Communication Toolkit"; "THE IMPACT OF NEW TECHNOLOGY";
"Meetings"; "Print Media"
"Feedback Channels""Electronic Systems"; "Targeted
Communications"; "GETTING THE WORD OUT"; "Preparing
Supervisors to Communicate"; "A ONE-TO-ONE FUTURE FOR
EMPLOYEE COMMUNICATION?"; "APPENDIX Employee Communication
Survey"; "EMPLOYEE COMMUNICATION SURVEY"; "Communication
Policy"; "Program"; "Delegated Authority"; "Keeping Supervisors
Informed"; "Human Relations Communications"; "Focus on Employee
Interests"; "Information About the Business"; "Information About
Employer-Employee Relations"; "General Business Conditions";
"REVIEW"; "NOTES"
