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Titolo	Communicating with employees : improving organizational communication // Frank M. Corrado
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Collana	A fifty-minute series book
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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 Organizational 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""</p> <p>COMMUNICATION BENCHMARKING""; ""Exercise: Benchmarking""; ""INVOLVING EMPLOYEES""; ""Starting Today""; ""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 Communications"" ""STEP 6 Prepare Coordinated Print Pieces""; ""STEP 7 Use Interactive Components"";</p>

""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""

Sommario/riassunto

In this age of information, effective and concise communication with your staff is essential. This easy-to-read book provides you with techniques of communicating with your employees in a deliberate way to accomplish the business objectives for your organization.
