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| **COMMUNICATION PLAN** | |
| **Learner Name** |  |
| **Workplace/Organisation** |  |
| **Learner’s Work Role** |  |
| **Supervisor Name** |  |
| **Supervisor Work Role** |  |
| **Date Prepared** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **COMMUNICATION PLAN** | | | | | | | | | |
| **Factors that Impact Wellbeing** | **Impact to Wellbeing** | | **Detail to Communicate** | **Communication Approach** | **Communication Style to be Used**  *Include a brief description of why this is to be used* | **Method of Communication** | **Expected Outcome of Communication** | **Strategy to Deal with Negative Response from Supervisor** | **Target Date of Communication** |
| **Positive Impact** | **Negative Impact** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

*Add or modify rows as necessary.*

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| 1. **IMPLEMENTATION** | | | | |
| **Actual Date of Communication** | **Detail Communicated** | **Actual Outcome of Communication**  *Outline/describe the result of your communication based on the planned expected outcome.* | **Follow Up Action**  *(if any)* | **Supervisor’s Signature** |
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|  |  |  |  |  |

END OF COMMUNICATION PLAN