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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** |
| 1.
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*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