

Internal communication results

Team or site

Date

Number of answers

Tally how many employees ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

STATEMENT	1	2	3	4	5	TOTAL	% AGREE
1. I hear about changes before they affect my work.							
2. I know our top priorities for this year.							
3. Leaders explain the reasons behind decisions.							
4. My manager explains what news means for our team.							
5. Policies, forms and job details are quick to locate.							
6. Important messages do not get lost in the noise.							
7. Senior leaders listen to what employees say.							
8. When I raise an idea, I hear what happened to it.							
9. Information flows well between teams here.							

Where do you get most of your work news today

EMAIL	TEAM MEETINGS	MY MANAGER	TEAM CHAT	INTRANET	ALL - HANDS	COLLEAGUES

Strengths

The two statements with the highest percent agree.

Two things to fix first

The two statements with the lowest percent agree.

What the open answers say

Sort the comments into three or four themes.

You said, we will

What staff told us about communication, and what changes this month.
