



## Agenda

### 01/24/03-Session 2

<i>What</i>	<i>How</i>	<i>Who</i>	<i>When</i>
<b><i>Introductions</i></b>	<p>One of the To Dos as Coaches is to come up with the communication plan- this document addresses at a tactical level “how do we get there?” The plan covers the specifics of:</p> <ul style="list-style-type: none"> <li>• what messages?</li> <li>• to whom?</li> <li>• how?</li> <li>• when?</li> <li>• by whom?</li> </ul> <p>Talk about the time limitations</p>	<b><i>Elena/Ron &amp; Lana</i></b>	
<b><i>Objectives</i></b>	<ul style="list-style-type: none"> <li>• Communication Strategy-What is it? This describes what we are trying to achieve ....our goals and objectives for providing any level of information. The change acceptance curve and what the targeted state is for each audience.</li> </ul>	<b><i>Yinka and Chiristina</i></b>	
<b><i>Communication Plan</i></b>	<p>The idea of this section to find answers to the following questions and where we are unable to provide the answers we will come back afterwards. We should have this answered by end of session...</p> <ul style="list-style-type: none"> <li>• what messages?</li> <li>• to whom?</li> <li>• how?</li> <li>• when??</li> <li>• by whom</li> </ul> <p>Prepared tables(Comm will be populated with appropriate information.</p>	<b><i>Yinka and Chiristina</i></b>	
<b><i>Closing/Next steps</i></b>	<ul style="list-style-type: none"> <li>• future meetings and working sessions</li> </ul>	<b><i>Yinka and Chiristina</i></b>	