Consulting project plan part two

Business, Management

CONSULTING PROJECT PLAN PART TWO Communication plan In the communication plan, I will use conference calls and statusreports in order to acquire quality feedback. Conference calls involve a telephone call where the caller wishes to have several persons listening. One call will involve the workers, and the other one will involve the management. Having the opinion from both sides may help to identify the problem and the possible solution. A conference call is more appropriate because the parties involved can freely speak out their views. The involved persons will not fear being seen or recognized by their seniors which may lead to losing of their jobs. In such a meeting, it is possible to determine what the employees strongly believe is not done the right way. Through that, it will be easy to propose a remedy that best solves the issue. On the other hand, status reports are reports that are prepared by the employees showing the status of the jobs. The reports enable close communication and exchange of information about the progress of the job. It will help in rating the contemporary status of Walmatt against the set goals and plans (Mazzei, 2010).

For communication to be effective, the frequency must be considered. Discussion should take place more often for easy monitoring of progress and job status. The supervisor should be able to meet their subordinates on the daily basis maybe after close of business. Supervisors should be able to identify the challenges the members had during the day and what should be done. Additionally, there are tools that are necessary in helping meet the commitments that have been put in place. The tools help in ensuring that agreements and duties designated have been achieved. The tools include the following: Holding meetings with the supervisors and employees maybe

once a week to identify whether there are challenges in the implementation process. The employees should suggest the suitable solutions and alternatives because it is easier to do what you are part of. I will also make use of a wellness newsletter and calendar which will designate what each employee is required to do, the period and the reporting structure (Mazzei, 2010).

Feedback meeting plan

It is recommendable to hold communication after the results and outcome have been evaluated. It involves holding a meeting to outline and give the major problems identified and the proposals suitable to eliminate them. The stakeholders that will attend the meeting will be the management, the supervisors, and the employees at large. I consider having all of them in the meeting because they also have to give their views about the proposals. The meeting structure will be as follows; first, I will thank the entire organization of Walmatt for taking part in the process. Presentation of the feedback results, discussion of the results through a question and answer session. Outline of the benefits of further action and implementation of the proposed measures and encourage implementation. Finally, I will give a vote of thanks (Baloglu & Love, 2001).

The primitive feedback that will help boost the morale of Walmatt employees is to have clear, constant communication between supervisors and the workers. I will use a questionnaire that will be filled by the employees. The surveys will help to know whether they are satisfied with the consultation or not. Some of the questions will include: Were the proposed measures effective? Have they brought any changes? Have the changes motivated you

to work more? The tools necessary for the meeting include charts to demonstrate the communication and reporting structure. The other tools will be a microphone and a marker pen among others (Baloglu & Love, 2001).

References

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