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Joseph Labrecque, Rob Schwartz

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the authors' names.

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jul 26 2021 provide follow up communications once you ve made the announcement and asked for feedback make the change and monitor the effects shortly after the rollout this will allow you to see how things are going and if what you told the employees would happen is happening make a follow up announcement to let the employees know how the rollout

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2 write and distribute a memo outlining the organization change addressed to managers and all employees who are directly affected by the change from an internal and external perspective this

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sep 26 2017 make a list of everything that must be communicated to employees about the organizational change anticipate

questions employees may have about the changes and be ready to answer them include the points you will address in the initial announcement as well as how you will continue to communicate with employees about changes as they begin to happen

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