

Frontline Employee Communication Needs Assessment

Basic Information

Employee Name

Department/Team

Role/Position

Location

Current Communication

What are your main sources of information at work?

How do you usually receive important updates?

How often do you receive work-related communication?

Preferred Communication

What communication channels do you prefer?

What languages do you understand fluently?

Are there any barriers to receiving information?

Improvement Opportunities

What challenges do you face with current communication?

What would help you stay more informed?

