

# Diversity & Inclusion Communication Strategy Template

## 1. Purpose

Describe the overall purpose and objectives:

## 2. Key Messages

List the main messages to convey:

## 3. Target Audiences

Identify your audiences (e.g., employees, leadership, external partners):

## 4. Communication Channels

Specify channels (e.g., email, intranet, meetings):

## 5. Timeline

Outline key milestones, dates, and deliverables:

## 6. Responsibilities

Assign team roles and responsibilities:

## 7. Measuring Success

Define KPIs or success indicators:

## 8. Feedback & Continuous Improvement

Describe methods for collecting feedback and improving:

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