Internal Communication Needs Assessment

Organization Information

| Organization Name |
|---|
| |
| Contact Person |
| |
| Email |
| |
| Department |
| |
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| Current Communication Methods |
| What communication tools are currently used? |
| |
| How often is communication conducted? |
| |
| Which formal communication channels exist? |
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| |
| Challenges & Barriers |
| What challenges or barriers exist in your internal communication? |
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| |
| Needs & Preferences |
| What are your goals for internal communication? |
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Who are your primary internal audiences?

| Preferred communication methods of | or formats | | |
|------------------------------------|------------|--|--|
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| | | | |
| Additional Comments | | | |
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