

Remote Workforce Communication Audit Template

1. General Information

Audit Date

Team/Department

Auditor Name

2. Communication Tools Used

Tool/Platform	Purpose	Frequency

3. Communication Practices

How often are team meetings held?

What channels are used for urgent communication?

Describe processes for sharing important updates.

4. Effectiveness Assessment

What works well in your current communication practices?

What challenges are faced in remote communication?

Suggestions for improvement

5. Follow-Up Actions

Action Items

Action	Responsible	Due Date