

# CHECKLIST

## Company Communication

### In your Section/Department

- Is there evidence of an interchange of ideas?
- Do your employees know the reasons for the job they are being asked to do?
- Can you introduce changes with major upsets?
- Do you use ideas put forward?
- Do you explain why you cannot use ideas put forward?
- Do you consult with those nearest to the job on matters affecting them?
- Do you induct new employees carefully?
- Do all your people know what their jobs are?
- Do your people show a sustained interest in their jobs?
- Do you walk round at least once a day?

### In the Company

- Is there a smooth flow of work "either side"?
- Do you consult with specialists within the company?
- Do you deal with problems without having to refer them?
- Are you seldom bypassed in the flow of information?
- Is the "grapevine" is a very small one?

### With "you"

- Do you know where to go for answers to your people's questions?
- Do you clearly understand your responsibilities and others?
- Do have good working relationships with colleagues?
- Do you know all your people by name?
- Do they all know who their boss is?

You should be able to answer "yes" to all these questions