

## Creating Effective Communications

*This worksheet was created by The Denver Foundation's Inclusiveness Project ([www.nonprofitinclusiveness.org](http://www.nonprofitinclusiveness.org)) to support organizations doing inclusiveness work.*

*Users are encouraged to customize the worksheet to meet the needs of their respective organizations.*

**The kinds of groups with whom you want to communicate may include the following:**

- Staff
- Board members
- Volunteers
- Donors
- Clients/constituents

**Are there other groups you want to communicate with?**

**The following are some informal and formal communications channels:**

- Email updates.
- Written memos or letters from the Chairperson of the Inclusiveness Committee and/or the Executive Director.
- Inclusiveness newsletter.
- Intranet with a section devoted to inclusiveness.
- Buddy system (pairing people on the Inclusiveness Committee with others not on the committee).
- Staff meeting updates.
- Board meeting updates.
- Periodic community meetings/information sessions.
- Periodic newsletters/bulletins posted in areas consistently used by your target audience.

**Are there other ways to communicate with your stakeholders?**

**Instructions**

- Decide who needs to know about your initiative’s progress – Target Audience.
- Decide how you will communicate with them – Method of Communications.
- Decide who will communicate with them – Responsible Party.

<b>Target Audience</b>	<b>Method of Communications</b>	<b>Responsible Party</b>
Example Staff	Email Updates	Jane Doe

<b>Target Audience</b>	<b>Method of Communications</b>	<b>Responsible Party</b>


**Name of Organization** \_\_\_\_\_

**Date Exercise Completed** \_\_\_\_\_