

Communicating Change

Email Template

Here's a template for what to include in an email about a change:

To:	Err on the side of a wide audience
Subject:	Change or Project: specific topic
<ul style="list-style-type: none">• Very short description of what's happening• Why? (** See longer version down below)• How does this affect me?• Encouragement and cheerleading• What happens next?• Invitation for feedback• Longer explanation	

See the next page for an example email.

To:	All staff
Subject:	New workroom: Getting ready
<p>We're going to rearrange the workroom later this month, now that we've finished making staffing changes. (**Why? More explanation below...)</p> <p><u>What does that mean for you?</u> Your workspace will be changing. Leading up to the holiday weekend, we will provide you with boxes for emptying your desk of files and materials so that the furniture can be rearranged.</p> <p>After the move, your workspace may not be laid out in exactly the same way, but we will definitely make sure that you have the right kind of space for the duties that are part of your job.</p> <p>Watch for a diagram of the new space to come later today!</p> <p>Questions? Concerns? Let me know!</p> <p>**Why are we rearranging things? Over the last several years, our work has changed pretty dramatically, but our workroom is still set up the way it was a decade ago. We've changed our staffing, so we have the right people and positions to get the work done. Now, instead of shoehorning what we do into the existing space, we want to completely rethink the workroom so that it works for us.</p>	