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Grid View List View

	Unacceptable	Needs Improvement	Competent	Exemplary
Develop a clear communication to the employees providing them with the information they need to know in order to continue to do their work at the highest level. The communication also considers the impact of this news on employees and makes every effort to be thoughtful and as transparent as possible within the communication.	<div>0 (0.00%)</div> <div>The content of the communication included irrelevant information for the recipients. Communication did not recognize the impact of the news and/or appears to be withholding important information.</div>	<div>31.875 (18.75%)</div> <div>The content of the communication included mostly relevant information for the recipients with some exceptions. Communication did not appear to recognize the impact of the news and/or did not make an effort to be thoughtful and transparent.</div>	<div>36.125 (21.25%)</div> <div>The content of the communication included relevant information for the recipients. Communication recognized the impact of the news and made an effort to be thoughtful and transparent throughout. Maintained a positive tone for most of the communication.</div>	<div>42.5 (25.00%)</div> <div>The content of the communication was clearly written and included relevant information for the recipients. Communication recognized the impact of the news and was thoughtful and transparent throughout. Maintained a positive tone throughout.</div>
Identify what form of communication medium is most appropriate (phone call, email, face-to-face, or other medium) at the beginning of the communication to the employees and addresses the communication in a way that indicates whether or not this will be to each individual employee on your team or your entire group of remaining team members.	<div>0 (0.00%)</div> <div>Communication was not clearly addressed and did not specify a communication medium for the message.</div>	<div>25.5 (15.00%)</div> <div>Communication was not addressed in a way that indicated whether or not it was to each individual employee or the entire remaining team. Did not specify a communication medium for the message or did not select an appropriate medium for the message.</div>	<div>28.9 (17.00%)</div> <div>Clearly an appropriate communication medium for the message. Communication was addressed in a way that indicated whether or not it was to each individual employee or the entire remaining team.</div>	<div>34 (20.00%)</div> <div>Clearly identified the most appropriate communication medium for the message. The communication is written in a way that reflected the chosen medium. Communication was addressed in a way that indicated whether or not it was to each individual employee or the entire remaining team.</div>
Develop a communication to the clients providing them with the information they need to know going forward in working with the business. The communication considers how this will be perceived by the client and attempts to be thoughtful and transparent as possible within the communication.	<div>0 (0.00%)</div> <div>The content of the communication included irrelevant information for the recipients. Communication did not recognize the impact of the news and/or appeared to be withholding important information.</div>	<div>31.875 (18.75%)</div> <div>The content of the communication included mostly relevant information for the recipients with some exceptions. Communication did not appear to recognize the impact of the news and/or did not make an effort to be thoughtful and transparent.</div>	<div>36.125 (21.25%)</div> <div>The content of the communication included relevant information for the recipients. Communication recognized the impact of the news and made an effort to be thoughtful and transparent throughout. Maintained a positive tone for most of the communication.</div>	<div>42.5 (25.00%)</div> <div>The content of the communication was clearly written and included relevant information for the recipients. Communication recognized the impact of the news and was thoughtful and transparent throughout. Maintained a positive tone throughout.</div>
Identify what form of communication medium is most appropriate (phone call, email, face-to-face, or other medium) at the beginning of the communication to the clients and addresses the communication in a way that indicates whether or not this will be to each individual client on your team or your entire group of remaining team members.	<div>0 (0.00%)</div> <div>Communication was not clearly addressed and did not specify a communication medium for the message.</div>	<div>25.5 (15.00%)</div> <div>Communication was not addressed in a way that indicated whether or not it was to each individual client or the entire remaining team. Did not specify a communication medium for the message or did not select an appropriate medium for the message.</div>	<div>28.9 (17.00%)</div> <div>Clearly an appropriate communication medium for the message. Communication was addressed in a way that indicated whether or not it was to each individual client or the entire remaining team.</div>	<div>34 (20.00%)</div> <div>Clearly identified the most appropriate communication medium for the message. The communication is written in a way that reflected the chosen medium. Communication was addressed in a way that indicated whether or not it was to each individual client or the entire remaining team.</div>



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