

Gathering and Sharing Information

Use this tool to help you collect and summarize the information your team needs to know.

When was the last time you updated team members about the latest developments in the current change process? What were their specific concerns?

List the most significant new initiatives currently under way for the company as a whole, your division or unit, and your individual team.

What are the major rumors now running through the organization? What information about each can you share with your team?

What is the best way of making this information relevant to your team (e.g., one-on-one meeting, general meeting, memo)?

Development/Rumor/Initiative	Method	Timing