

PetroPower Refinery: Employee Training Communication Plan

Recipients	Type of Communication	Frequency	Sender/Owner	Key Dates	Delivery Method	Goal	Resource Links	Notes
Core Team	Planning Meeting	Daily	Project Manager	Every day at 5 pm	In Person	Project planning and task updates to make sure the team stays on track	[link to meeting agenda and notes]	If needed, check in with manager about any high-level questions before meetings.
Training Coordinators	Planning Check-In	Weekly	Core Team: Training Manager	Also send reminders (via email) the day before each training	In Person	Project planning assistance; provide support during the training session		Additional communication on an as-needed basis
Facilities	Planning Check-In	Weekly	Core Team: Administrative Coordinator	Tuesdays at 2pm	Phone Call	Reserve rooms, spaces, and equipment needed for employee training	[link to room and equipment reservation form]	
Print Shop	Planning Check-In	Weekly	Core Team: Administrative Coordinator	Thursdays, including the day before the training workshops	Phone Call	Coordinate on the printing and delivery of training manuals for employees	[link to printing order form]	
Training Coordinators	Informational Update	Weekly	Core Team: Training Manager	Fridays, including the Friday before training sessions begin	Email (from company address)	Communicate schedules, locations, and other necessary details to trainees	[trainee email list]	Set up automated reminder emails
Petropower employees	Training	Daily	Core Team: Training Manager	Each day for 20 days, starting at 10am	Workshops	Train employees to use the supply chain management software and equipment	[link to training schedule]	
Petropower employees	Survey	One time	Core Team: Training Manager	The first business day after trainings end, with two follow-up reminders	Email (from company address)	Post-training survey	[trainee email list]	Discuss results at next team meeting
CEO Steering committee	Status Update	One time	Project Manager	Debrief the week after the event	Email (from individual address)	High-level information and general updates	[link to folder with training notes and survey results]	