***BSBTWK502 ASS2 - Team member input strategy***

My strategy for ensuring that team members have an input in the planning, decision-making, and operational aspects of work teams across the organisation is as follows:

1. **Plan for Mentorship or Buddy System:**

To encourage successful communication among team members, implement a mentorship or buddy system plan. This will involve partnering experienced team members with new team members in order to allow them to share information and experiences. Each pair will be expected to contact on a frequent basis, and the mentors or buddies will be responsible for informing the apprentices of any updates, changes, or choices that may affect their work.

1. **Policy for Consultation with Stakeholders:**

**Policy:** Stakeholder Consultation

The goal of this policy is to guarantee that team members consult with stakeholders before making choices that affect them, and that they communicate with stakeholders in a timely and efficient manner.

The scope of this policy includes all team members across the organisation.

**Policy Statement:** When making choices that affect stakeholders, team members must consult with them. This includes, but is not limited to, project, initiative, and policy decisions. To guarantee that stakeholders' input is heard and considered, they must be identified and engaged in a timely manner.

**Procedure:**

* Identify stakeholders: The team identifies the stakeholders who will be impacted by the decision.
* Stakeholder engagement: The team engages stakeholders in a relevant format such as meetings, questionnaires, or focus groups.
* Consider stakeholder input: In the final decision-making process, the team takes into account all stakeholder contributions.
* Communicate with stakeholders: Through progress reports, updates, or feedback methods, the team conveys the final decision to stakeholders.

1. **Procedures for Decision Making and Information Flow:**

**Decision-Making Procedure:**

* Determine the decision that must be made as well as the stakeholders that will be impacted by the decision.
* Form a decision-making committee comprised of members from all relevant departments and stakeholder groups.
* Organize a meeting to discuss the choice and seek feedback from the decision-making team.
* Based on the feedback, make a choice and circulate it to all stakeholders.

**Information Flow Procedure:**

* Determine which stakeholders must be notified about a decision or project.
* Determine the best communication channels based on the information's nature and the preferences of the stakeholders.
* Assign a designated team member responsibility for communicating with each stakeholder group.
* Review the communication plan on a regular basis and make changes as needed to ensure timely and effective communication with stakeholders.

1. **Technical Solutions for Communication:**

**Microsoft Teams** is a real-time collaboration tool that allows team members to talk, share files, and collaborate on projects. It also supports video and audio conferencing, making it a useful tool for distant teams.

In response to your inquiry, Microsoft Teams is an example of a technical communication tool that can assist team members in communicating successfully during critical periods. It offers a collaborative platform for team members to collaborate, share documents and ideas, and provide feedback on each others work. The platform is simple to use and available to all team members, regardless of location, making it an excellent choice for remote teams.

1. **KPI’s for Effective Consultation and Participation:**

KPIs for effective consultation and involvement include the following:

**Effective consultation KPI:** The percentage of choices taken with stakeholder input.

**Team member involvement KPI:** The number of team members who contributed to decisions affecting their work area.

**Communication effectiveness KPI:** Time elapsed between decision-making and information transmission to relevant stakeholders

**Stakeholder satisfaction KPI:** The proportion of stakeholders that believe they have been sufficiently consulted in decision-making processes.

1. **External Programs and Consultants:**

External programmes like conferences, workshops, and training sessions can help team members improve their skills, knowledge, and expertise while also encouraging collaboration and teamwork. Furthermore, communication and leadership consultants and experts can assist managers and team members in developing effective communication strategies, building trust, and improving collaboration. Organisations can give their teams with the resources and assistance they need to engage effectively in decision-making processes and achieve their goals by partnering with external programmes and consultants.