

Rollout/Communication Plan for Mandatory Training

A rollout/communications plan is required whenever a new mandatory training course is introduced at the County.

1. Who is your audience? Consider all employees, employees in certain departments, seasonal hires, managers, etc.
2. What communications methods will you use? Possibilities include emails, departmental meetings, posters (and where to hang them), etc. Include methods to communicate with employees who do not have email access or who don't regularly work at a computer.
3. When will this be communicated? Develop a timeline with a target date for each step.
4. How will compliance be ensured? Set up a schedule for reviewing compliance and reporting status updates with department leaders, including reviews and updates leading up to the completion deadline, as well as subsequent reports following the deadline.