



# Polycom 560 User Guide

**Wenbin Ji**



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jul 26 2021 provide follow up communications once you ve made the announcement and asked for feedback make the change and monitor the effects shortly after the rollout this will allow you to see how things are going and if what you told the employees would happen is happening make a follow up announcement to let the employees know how the rollout

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2 write and distribute a memo outlining the organization change addressed to managers and all employees who are directly affected by the change from an internal and external perspective this

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aug 9 2018 describe the organizational pain and how the new solution alleviates it instead of just announcing a disruptive change give the background of what s not working today and why the new plan is

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dec 17 2018 be specific in the subject line of the announcement for example welcome to john smith rather than new employee welcome or memorial day holiday schedule rather than holiday observance in the body of the announcement begin with a short explanation of why you are making the announcement and then share the specifics

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jun 24 2022 indeed editorial team updated june 24 2022 when a company wants to communicate a message to every employee in their organization it often sends an organizational announcement an organizational announcement requires some preparation if a company wants to convey a message that is clear and accurate

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sep 26 2017 make a list of everything that must be communicated to employees about the organizational change anticipate

questions employees may have about the changes and be ready to answer them include the points you will address in the initial announcement as well as how you will continue to communicate with employees about changes as they begin to happen

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april 22 2022 key points anchor your change communications plan around the five topics staff must understand about any organizational change the need for change change solution change capacity change commitment and change impact

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if you would like to inform your employees about a change in the organizational structure here is a sample organizational restructuring announcement letter anyone who has been through a company reorganization knows that it can be a trying time

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