

### Saint Mary's Communication Tool Recommendations

Tool	Recommendation
<b>Intranet</b>	<ul style="list-style-type: none"> <li>• Use as a secondary communication tool – posting of things after distributed, forms, etc.</li> <li>• Work with IT to provide email access for all employees—from their homes. This has come up in numerous conversations as a communication barrier. If we are going to continually communicate through email and the Intranet, we must determine a way for employees to access this information from their homes.</li> <li>• <i>Follow-up with IT</i></li> </ul>
<b>E-mail</b>	<ul style="list-style-type: none"> <li>▪ Hold Leadership Lunch and Learn with do's and don'ts and/or present at leadership as education</li> <li>▪ Include Groupwise tips in session to help leaders know how to most effectively use the system.</li> <li>▪ <i>Follow-up with Human Resources and IT</i></li> </ul>
<b>Info Flash</b>	<ul style="list-style-type: none"> <li>▪ Maintain as is – continue to fax and e-mail to all</li> </ul>
<b>Larry's E-letter</b>	<ul style="list-style-type: none"> <li>• Continue to use the Larry Letters to promote and boost facility-wide initiatives, directives, branding updates, etc. and the progress achieved.</li> <li>• Provide printed versions of the E-letter in cafeteria, coffee cart and in break-rooms for nursing, environmental service workers, etc.</li> <li>• Encourage leadership to assure all employees are receiving</li> <li>• <i>Marketing to enhance distribution and communication new channels</i></li> </ul>
<b>Plasma Boards</b>	<ul style="list-style-type: none"> <li>▪ Consider alternative uses, moving to more prominent locations</li> <li>▪ <i>Marketing to follow-up with IT on options, etc.</i></li> </ul>
<b>Employee Forums</b>	<ul style="list-style-type: none"> <li>▪ Enhance with more sessions everywhere, offer food such as popcorn, drinks, etc.</li> <li>▪ Offer raffle prizes and/or giveaways at all sessions to make the environment “fun”</li> <li>▪ Incorporate a theme, decorations, entertainment, etc.</li> <li>▪ <i>Marketing to follow-up with Joe, Della, and Human Resources</i></li> </ul>
<b>Exchange</b>	<ul style="list-style-type: none"> <li>▪ Eliminate the existing Exchange and redesign into a positive Human Resources bi-weekly newsletter focusing on employee accomplishments, including more employee, physician and volunteer recognition, features on departments and facilities, running photos, etc.</li> <li>▪ The newsletter would be distributed via e-mail, posted on the intranet, printed and mailed out, and posted with kudos, etc. in a more public viewing area.</li> <li>▪ <i>Follow-up with Human Resources</i></li> </ul>
<b>News @ Saint Mary's</b>	<ul style="list-style-type: none"> <li>▪ Discontinued – info incorporated into Larry's e-letter and/or employee publication</li> </ul>
<b>Leadership Meetings</b>	<ul style="list-style-type: none"> <li>▪ Include prayer, celebrations, Update from Larry, Update on finance with simple slides – arrows or bottom-line number only, and ask 2-3 other presenters to share program updates, etc. Individuals selected by Exec .....</li> </ul>
<b>Staff Meetings</b>	<ul style="list-style-type: none"> <li>▪ Assure all departments are holding them, using agendas, providing minutes, encouraging attendance</li> </ul>
<b>Posters</b>	<ul style="list-style-type: none"> <li>▪ Purchase glass poster cases for key areas at all locations and require all to use – discontinue use of easels</li> </ul>
<b>D-10 meetings</b>	<ul style="list-style-type: none"> <li>▪ Review this type of meeting in leadership as a new idea...Doug Chapman would be a good presenter at leadership as has good results with this format</li> </ul>