

Communications and Training Plan - Dignity at Work, Grievance, Whistle Blowing

In order to embed this suite of policies the following communications and training plan will be implemented across the organisation.

Timeframe	Target Audience				
	Chief Officers	Senior Managers	Managers	Dignity at Work Advisors	Employees
Phase One - Oct '14 – Dec '14 Awareness Raising	Head of Human Resources/Organisational Development to brief all Chief Officers	Chief Executive to brief Senior Managers as part of regular senior manager briefings	All to access newly created e-learning module	Recruit Dignity at Work Advisors Advisors to complete newly created e-learning module	All to complete newly created e-learning module Paper versions of e-learning to be made available for those employees unable to access e-learning (e.g. street crossers, transport escorts)
Communications Campaign	For All				
	<ul style="list-style-type: none"> • One Brief Articles • Fact Sheet & FAQ's • News Item on Intranet • Recruitment campaign for Advisors 				

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Phase Two – Jan '15 – March '15		Attend 2 hr training workshop	Attend 2 hr training workshop	Attend detailed training on policy and their role within it	
Phase Three March '15 – May '15			New training sessions included in the revised version of the mandatory Wirral Management Development Programme	Ongoing support and further training if required	