



# THE ULTIMATE INTERNAL COMMUNICATIONS TOOLKIT





# INTRODUCTION

Thank you for downloading our Ultimate Internal Communications Toolkit. We're excited you're making reaching and connecting with your entire workforce a priority!

*In this toolkit, you're getting access to our best templates we use with our customers every day. These tools help them accomplish their communication objectives to create a safer, agile, and more productive workforce.*

## **You now have access to our:**

- Communication Stakeholders Plan
- Communication Objectives
- Content Calendar

In each section, there is an overview link that lets you preview the template in Google Sheets. Then, there is a link to copy the template to your own Google Drive to edit. Or, a link to download the Excel Template. Whichever is your preferred tool.

## **Read on to download these key assets!**



# COMMUNICATION STAKEHOLDERS PLAN

The first resource in our ultimate toolkit is a template to align all your communication stakeholders.

**With this template, you'll accomplish three things:**

1. Assign a project manager.
2. Identify your company's chief communicators and key stakeholders.
3. Prepare your communication initiative and project overview with the new team.

Here are the links to these templates:

[Overview](#) | [Google Sheet Template](#) | [Excel Template](#)





# COMMUNICATION OBJECTIVES

The next template in our ultimate toolkit helps you develop your communication goals.

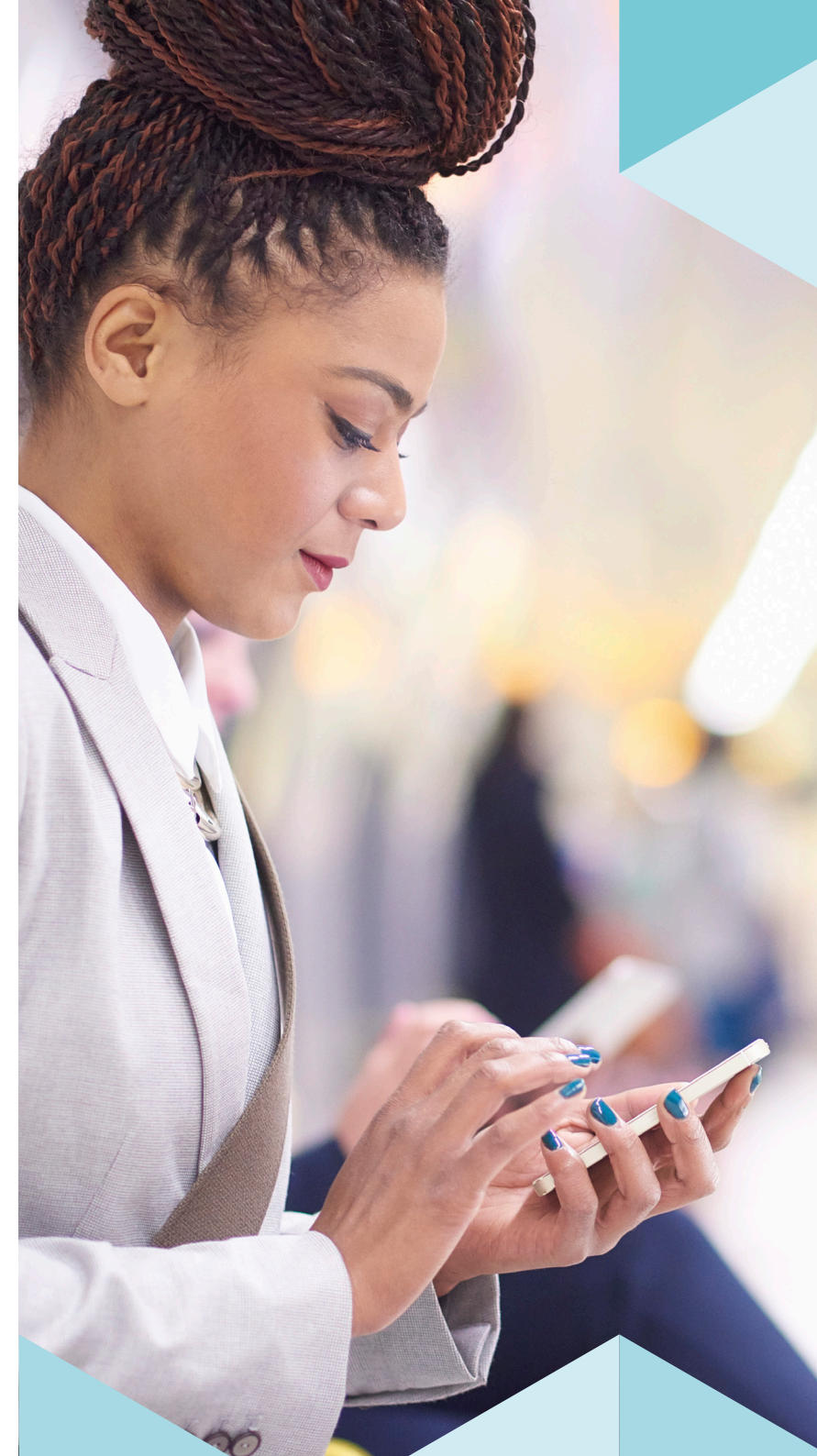
**With this template, you'll execute our three-step goal setting process.**

**You'll:**

1. Assess the current state of your company's internal communications.
2. Establish KPIs to measure the success of your internal communication program.
3. Build your internal communication objective plan.

Here are the links to these templates:

[Overview](#) | [Google Sheet Template](#) | [Excel Template](#)





# CONTENT CALENDAR

The last resource in our ultimate toolkit is a template to build out your internal communications content plan.

Your content plan consists of all the essential information you need to communicate to your company to improve operations and engagement.

## In this template, you'll find:

1. An editorial calendar to schedule your posts.
2. A content calendar to plan the types of content you want to publish.
3. Ideas for the types of content you should communicate.

Here are the links to these templates:

[Overview](#) | [Google Sheet Template](#) | [Excel Template](#)

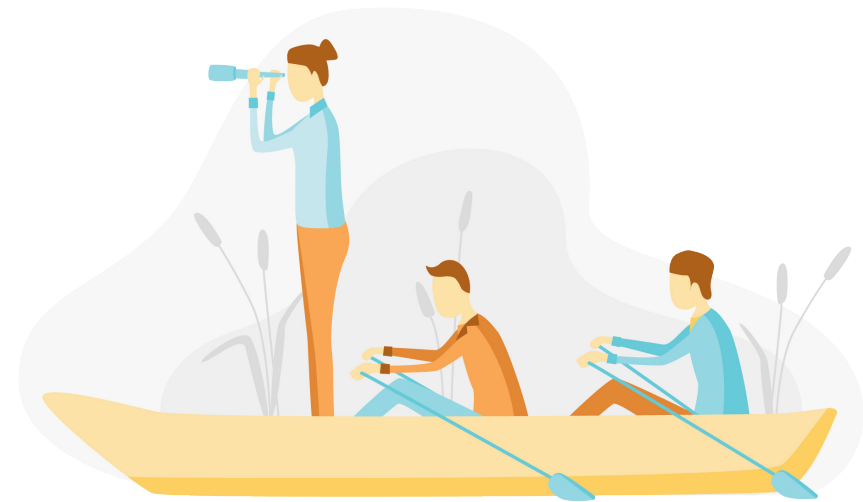




# NEXT STEPS

Now that you are equipped with our Ultimate Internal Communications Toolkit, you can begin your journey connecting with your entire workforce.

If you would like help planning and using these templates, feel free to [get started here](#) to speak with one of our communication experts.





# ABOUT BEEKEEPER

Beekeeper's mobile platform is the single point of contact for your frontline workforce. With all communications and tools in one place, Beekeeper empowers frontline employees to be more agile, more productive, and create a safer workplace.

Deskless workers can check resources and share best practices in real time. Managers can resolve issues quickly, handle non-routine work efficiently, and track team performance. Executives can increase business resilience and agility in uncertain times.

Our secure platform offers a consumer-grade employee experience at the scale you need. Integrate seamlessly with your existing systems to create the future, now.

**For more information visit us at [www.beekeeper.io](http://www.beekeeper.io) and follow us on LinkedIn.**

