



# Program Team Communication Process Form

Having a communication plan in place, and developing the appropriate communication skills, will ensure that your program team is effective and productive. It will keep everyone on the same page, even for team members who are not involved in afterschool activities daily, such as the school principal. Remember: Be clear, present, courteous, flexible and kind.

**Directions:** Use the form below to prepare your communication process with your program team.

**Common purpose:** Has your team written vision and mission statements for the program? Check those you need to work on with your team.

Vision Statement (Tips: *What do you want to achieve over time? What is your aspiration for the next five, 10 and future years? Be inspirational and succinct*):

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Mission Statement (Tips: *What is the purpose of your program in its present state? What does your program do, who do you do it for and how you do it? Be succinct*):

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**Formal meetings:** Have you and your team determined when you will have your formal planning meetings? Check the things you need to consider.

**Preferred Day:**

Monday   Tuesday   Wednesday   Thursday   Friday

**Preferred Time:**

Start Time: \_\_\_\_\_

Alternate Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Alternate End Time: \_\_\_\_\_

**Location Options:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**Materials Needed:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

- 4. \_\_\_\_\_
- 5. \_\_\_\_\_





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**Task timeline:** Have you developed a timeline with task start and end times? Check this box if you need to develop a timeline.

Task 1: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 6: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 2: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 7: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 3: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 8: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 4: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 9: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 5: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task 10: \_\_\_\_\_  
Team Member: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

**Periodic check-ins:** Do you have a plan in place to do check-ins with your program team? Check the methods you want to propose to your program team.

**How**

- Email
- Phone
- In-person

**When**

- Daily
- Weekly
- Monthly

