|  | WORKSHEETCommunication/Stakeholder Summary for UBT |
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|  | PURPOSEThis tool is used to capture key messages that need to be given to stakeholders and to document the communication of the key messages.When to UseUse when communicating key messages from team meetings to stakeholders who were unable to attend.Who UsesCo-leads and team members.How to UseUse the form to record key messages for stakeholders or questions that need to be asked. In addition, use the form to record when the key messages have been delivered by obtaining the stakeholders initials. |
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| Date of Meeting | Date to Be Completed & Given to Co-leads |
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| Tell Messages | Ask About |
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| Key Messages to Tell Staff | Key Questions to Ask Staff |
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| Name of Staff  | Who Will Brief | Initials After Brief | Comments | Date |
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