

# SUPPORTED THE GLOBAL INTRANET LAUNCH WITH COMMUNICATION & TRAINING PLANS

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## SITUATION

Taking advantage of the Office 365 collaborative technology that had just been deployed through the group, the company developed a new Intranet built on Sharepoint online.

## TASKS

Given my recent experience as a change management lead for the Office 365 deployment project, I was in charge of developing communication plans for local launch campaigns together with training material for content managers (400 people worldwide)

## ACTIONS

- I drafted the campaign brief and coordinated the bidding exercise with external agencies
- I managed the development of the communication toolkit (assets) in 8 languages
- I coordinated the development of a content managers' network
- I drafted the communication plan and messages for key audiences
- I engaged with key stakeholders (incl. management, local HR & communication communities)
- I assessed training needs
- I coordinated the development of training material using inhouse & external resources
- I conducted live demos & provided training support to content managers

## RESULTS

Content managers were provided with all necessary training material and support to upload content on their local pages. The Communication network was provided with all communication assets including key messages to schedule a local launch of the new Intranet in collaboration with informed local management.

SKILLS
<ul style="list-style-type: none"><li>• Strong internal editorial skills</li><li>• Define detailed action plans</li><li>• Develop activities in an international environment</li><li>• Create tools, assets &amp; guides</li><li>• Collaborate with internal clients &amp; external partners</li><li>• Offer rational &amp; effective solutions</li><li>• Implement</li><li>• Communicate at all levels of the org.</li><li>• Active listening &amp; good communication</li><li>• Coordinate a multicultural team</li><li>• Adapt to new technologies</li></ul>

BEHAVIOUR
<ul style="list-style-type: none"><li>• Autonomous</li><li>• Organised</li><li>• Analytical</li><li>• Flexible</li><li>• Doer</li><li>• Detail-oriented</li><li>• Diplomatic</li><li>• Reliable</li><li>• Unifier</li><li>• Team spirit</li></ul>