

Communication Activities Classified by Levels and Objectives

Level of Communication

Objectives	Interpersonal	Small Group	Organisation
<i>Informative</i>	<i>Hiring interview Exit interview Orientation Cross-functioning Oral and written reports</i>	<i>Workgroup meetings Executive committee meetings Supervisory training program Directors meeting</i>	<i>House publication Bulletin boards Employee pamphlets Benefits brochure Supervisory staff meetings Union contract Policy statements The grapevine</i>
<i>Regulatory</i>	<i>Supervisor requests Supervisor/Subordinate Scheduled meetings Job descriptions & standards Annual review Special problem sessions</i>	<i>Executive committee meetings Crisis meetings: fire, flood, strike</i>	<i>Policy statements Standard procedures Regulations and changes therein Company facts memo Union contract</i>
<i>Persuasive</i>	<i>Oral and written reports Problem solution Expressing views on plans, organisation, Goals, controls, etc.</i>	<i>Workgroup meetings Executive committee meetings Informal lunch conversation Special tell and sell meetings Budget deliberations</i>	<i>Employee pamphlets Supervisory staff meetings</i>
<i>Integrative</i>	<i>Workplanning program Annual reviews Cross-functioning Information lunch of two members</i>	<i>Workgroup meetings Executive committee meetings Interdepartmental meetings Coffee break discussions Informal lunch of more than two members</i>	<i>House publication Supervisory staff meetings D-P and Charting newsletter Holiday social function The grapevine</i>