

Optimizing Your Response Time with COMMUNICATION TEMPLATES

Regroup Mass Notification can help you respond better when emergencies occur and during day-to-day communications. But, you can minimize emergency response time with the implementation of communication templates inside the Regroup platform.



How to Implement Communication Templates?

- **Start with yourself**
As a manager, you set the example. If you use the templates, your team members will follow.
- **Use them for important recurring events**
Team meetings, one-on-ones, standups, etc.
- **Use them for important recurring topics**
For example, project names, deliverables and progress.
- **Integrate them with the tools you already use**
Slack, Basecamp, Microsoft Teams, Google Drive, etc.
- **Engage your team**
Ask them to use the templates in their communication and ask them to give you feedback when it feels inappropriate to use them.

Benefits of Using Communication Templates

- ✓ Increased productivity
- ✓ Reduced internal friction
- ✓ Save time
- ✓ Increased transparency
- ✓ Trust
- ✓ Safety and Security

