## Does your plan measure up? DEVELOPING DISTRICT COMMUNICATION PLANS

School districts of all sizes benefit by having a solid communication plan. MASA will provide you and your district guidance in developing the framework of a plan that will help you address big and small issues with both your internal and external audiences.

## FORMAT

- MASA's Director of Communications will facilitate the workshop and, when possible. a member of the Missouri School Public Relations Association (MOSPRA) will co-present
- **3-4 hour planning session**
- A designated district will serve as the host for the session
- 3-7 districts may participate and each will send a minimum of three (3) representatives (ideally the superintendent will be one of the representatives, but it is not imperative)

This workshop is offered at no charge as a service to MASA membership.



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## **EXPECT THIS**

- Overview of communication planning
- Creating a communication advisory team
- Determining audiences
- **Effective Research**
- **Determining / Delivering key messages**
- Creating comprehensive and project-specific plans
- **Evaluating communications effectiveness**

Note: The workshop will help you and your district <u>start</u> <u>the process</u> of building a great communication plan, but a<u>dditional work will need to take place</u> beyond the workshop to finalize a plan.