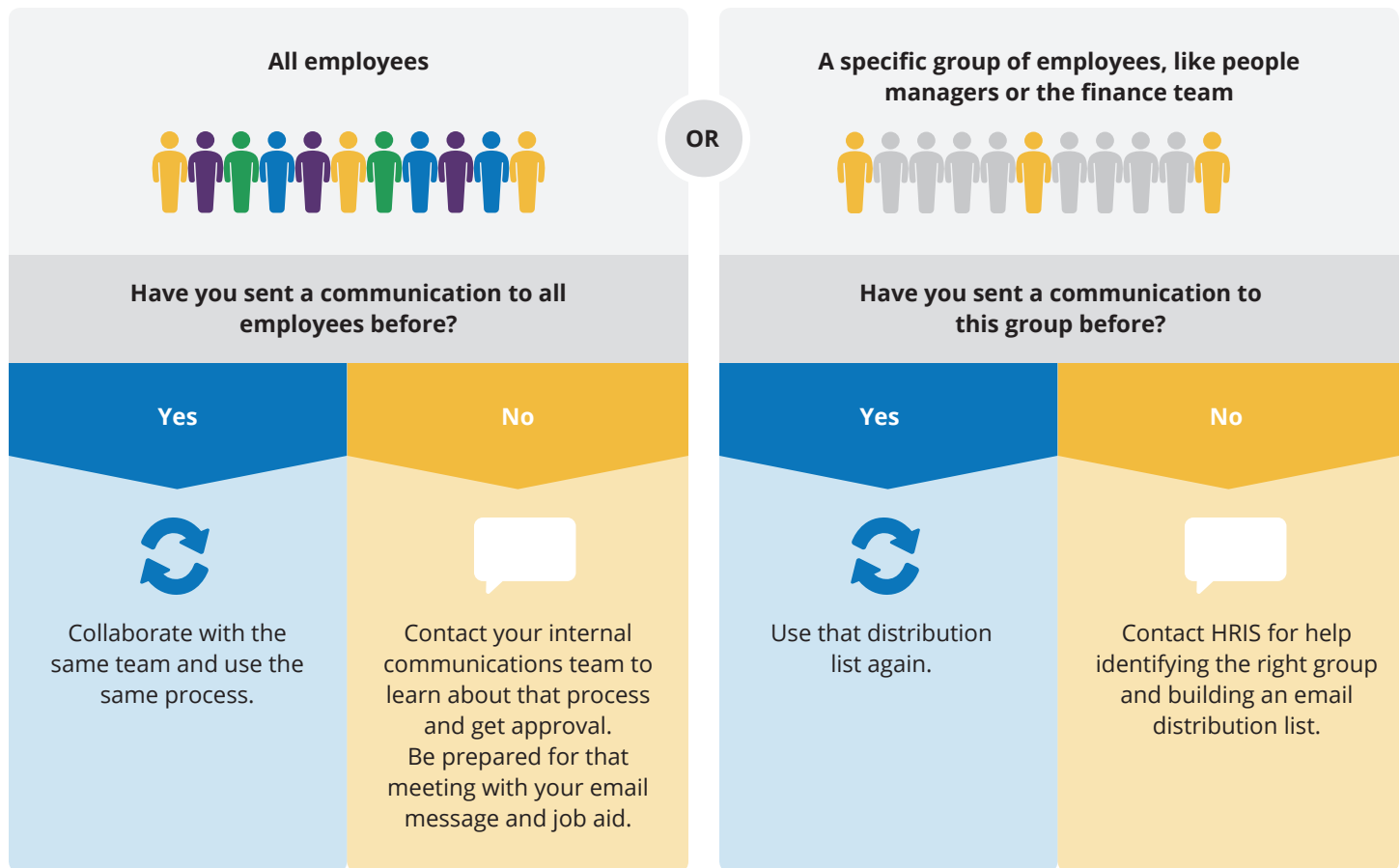


Planning an email communication?

Broadcat's practical job aids, posters, and screensavers can be used right away, tied to a specific event, or saved for later. In any case, use this guide to build a repeatable email strategy.

Who is this job aid for?



Keep in mind

Some job aids will go to all employees (like job aids about the hotline) while others should go to specific groups (like job aids about certain tasks or responsibilities). We can help make audience recommendations if you're not sure.

If emailing an audience for the first time, we recommend you engage your internal communications team or the HRIS team 4-6 weeks in advance of your planned delivery date.

Have questions? Chat with us!



help@thebroadcat.com



thebroadcat.com/help-desk