

COMMUNICATION EXPECTATIONS

As a lean, fast-growing and evolving organization, it is extremely important that we work efficiently and effectively. A big part of this is communicating with your team to avoid letting critical tasks slip through the cracks, or duplicating work.

Please strive to communicate clearly and frequently within and between your teams. Be responsive and proactive about the way you work together. At a minimum, this means:

1. Meeting with your team every morning.
2. Drafting an agenda for all meetings, including your daily team meetings.
3. Assigning tasks to specific teammates, with clear deadlines.
4. Responding to e-mails rapidly (the same day received) - even if it is just to say, "I saw your question/request and will reply in X amount of time".
5. Completing assignments in the time frame you agreed upon.
6. Being honest when you need help or more time - it's better to be honest than to leave your teammates hanging.

Please e-mail your daily agendas to management@aiu.edu.kw so that we can stay involved between our visits to AIU.

Your signature below acknowledges that you have been made aware of the contents of this policy.

Name:

Signature:

VPA Signature: