**UniQuE**

**Staff Transfer Communication Plan**

***(Engagement Name and Id)***

***(Client)***

**Document History**

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# Introduction

# Capgemini’s Approach To Transferring Staff

## Communication

## Conversion

### Comparing Labour Conditions

### High Level Conversion Model

### Converting the individual’s terms and conditions

### Transfer Agreement

## Integration

# Transition Plan Service Engagement Staff work stream (HR-part)

## Key activities and milestones

## Systems

## Setting Up People Management

## Induction Programme

## Cultural Session

# Other HR Communications

## Roadshows

## Newsletter

## Q&A

## Individual 1 on 1 Meetings

## Works Council meets Works Council

## Capgemini Office Visit

# Possible Risks and Mitigation

# Planning

# Organizational Structure

# After Transfer