**UniQuE**

**Staff Transfer Communication Plan**

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

***(Client)***

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Author | Changes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Review And Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Role | Name | Date | Signature |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Distribution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company | Name | Number | Media | Action |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Storage**

|  |  |  |
| --- | --- | --- |
| Location | Access | Administrator |
|  |  |  |
|  |  |  |

Company Confidential - Copyright © 2017 Capgemini - All rights reserved

Template Version Number: Group Reference v1.0

**Table Of Contents**

[1. Introduction 4](#_Toc473026363)

[2. Capgemini’s Approach To Transferring Staff 5](#_Toc473026364)

[2.1.Communication 5](#_Toc473026365)

[2.2.Conversion 5](#_Toc473026366)

[2.2.1. Comparing Labor Conditions 5](#_Toc473026367)

[2.2.2. High Level Conversion Model 5](#_Toc473026368)

[2.2.3. Converting the individual’s terms and conditions 5](#_Toc473026369)

[2.2.4. Transfer Agreement 5](#_Toc473026370)

[2.3.Integration 5](#_Toc473026371)

[3. Transition Plan Service Engagement Staff work stream (HR-part) 6](#_Toc473026372)

[3.1.Key activities and milestones 6](#_Toc473026373)

[3.2.Systems 6](#_Toc473026374)

[3.3.Setting Up People Management 6](#_Toc473026375)

[3.4.Induction Programme 6](#_Toc473026376)

[3.5.Cultural Session 6](#_Toc473026377)

[4. Other HR Communications 7](#_Toc473026378)

[4.1.Roadshows 7](#_Toc473026379)

[4.2.Newsletter 7](#_Toc473026380)

[4.3.Q&A 7](#_Toc473026381)

[4.4.Individual 1 on 1 Meetings 7](#_Toc473026382)

[4.5.Works Council meets Works Council 7](#_Toc473026383)

[4.6.Capgemini Office Visit 7](#_Toc473026384)

[5. Possible Risks and Mitigation 8](#_Toc473026385)

[6. Planning 9](#_Toc473026386)

[7. Organizational Structure 10](#_Toc473026387)

[8. After Transfer 11](#_Toc473026388)

# 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