Strategic Internal Communications for Employee Engagement Training Course



21 - 25 Dec 2026

Tokyo

5800 € (Per Person)

Ref: #PR1221_136167

Course Introduction / Overview:

This course provides a comprehensive framework for transforming internal communications from a tactical function into a strategic driver of employee engagement and organizational success. In today's dynamic business environment, a well-aligned and motivated workforce is the ultimate competitive advantage. This program delves into the core principles of creating communication strategies that not only inform but also inspire, connect, and empower employees. Drawing upon the foundational concepts discussed by leading academics like Kevin Ruck in his work, "Exploring Internal Communication," we will explore how to build a robust communication ecosystem that fosters trust, transparency, and a shared sense of purpose. Participants will learn to move beyond traditional newsletters and announcements to architect multi-channel communication campaigns that resonate with a diverse, and often dispersed, workforce. At BIG BEN Training Center, we have designed this course to equip professionals with the practical skills needed to audit current practices, develop data-driven strategies, and measure the tangible impact of their efforts on employee morale, productivity, and retention, ensuring every message reinforces the company's culture and strategic objectives.

Target Audience / This training course is suitable for:

- Internal Communications Specialists and Managers.
- Human Resources Professionals and Business Partners.
- Public Relations and Corporate Communications Officers.
- Team Leaders, Department Heads, and Senior Managers.
- Change Management and Organizational Development Practitioners.
- Marketing Professionals involved in employer branding.
- Executive Assistants and administrative staff supporting leadership communication.

Target Sectors and Industries:

- Technology and Information Services.
- Financial Services, Banking, and Insurance.
- Healthcare and Pharmaceutical sectors.
- Retail and Consumer Goods.
- Manufacturing and Engineering.
- Governmental bodies and public sector organizations.
- Non-profit and educational institutions.
- Consulting and professional services firms.

Target Organizations Departments:

- Human Resources.
- Corporate Communications.
- Marketing and Brand Management.
- Executive Leadership and C-Suite offices.
- Operations and Production.
- Change Management and Project Management Offices.
- Employee Experience and People Operations.
- Internal Audit and Compliance.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop a comprehensive internal communications strategy aligned with business goals.
- Design and implement effective employee engagement initiatives.
- Master the art of corporate storytelling to build a strong organizational culture.
- Utilize digital communication channels and technologies effectively for a modern workforce.
- Create and manage employee feedback mechanisms to foster two-way dialogue.
- Craft clear and compelling leadership messages that inspire trust and action.
- Manage internal communications during periods of organizational change and crisis.
- Measure the effectiveness of communication strategies using key performance indicators.
- Promote employee advocacy and turn employees into brand ambassadors.
- Enhance communication for remote and hybrid work environments.

Course Methodology:

The training methodology at BIG BEN Training Center is designed to be highly interactive, experiential, and directly applicable to the participant's professional context. We believe that adult learning is most effective when it combines theoretical knowledge with practical application. This course moves beyond traditional lectures, employing a blended learning approach that includes facilitator-led discussions, in-depth case study analyses of real-world corporate scenarios, and collaborative group exercises. Participants will engage in workshops to draft communication plans, role-playing sessions to practice leadership messaging, and peer-to-peer feedback sessions to refine their strategies. The curriculum integrates practical tools and templates that can be immediately implemented in the workplace. Our expert facilitators create a supportive and engaging learning environment, encouraging active participation and the sharing of diverse experiences. The focus is on building tangible skills and confidence, ensuring that every participant leaves with a clear action plan to enhance strategic internal communications and drive employee engagement within their own organization.

Course Agenda (Course Units):

Unit One: Foundations of Strategic Internal Communications

- The evolution of internal communications from tactical to strategic.
- Understanding the direct link between communication and employee engagement.
- Key theories and models of organizational communication.
- Identifying key stakeholders and audience segmentation within the organization.
- The role of internal communications in building and sustaining company culture.
- Conducting a comprehensive internal communications audit.
- Aligning communication objectives with overall business strategy.

Unit Two: Developing the Internal Communications Strategy

- Setting clear, measurable, and achievable communication goals (SMART).
- Crafting core messages and a consistent organizational narrative.
- The art of corporate storytelling to connect with employees on an emotional level.
- Developing a multi-channel communication plan.
- Integrating the employee value proposition (EVP) into all communications.
- Planning and executing effective internal communication campaigns.
- Budgeting and resource allocation for the internal communications function.

Unit Three: Driving Employee Engagement Through Communication

- Defining and measuring employee engagement.
- Communication strategies for enhancing employee morale and motivation.
- The manager's role as a key communication cascade.
- Developing effective employee feedback loops and listening strategies.
- Using communication to support diversity, equity, and inclusion (DEI) initiatives.
- Designing and promoting employee recognition and appreciation programs.
- Communicating for employee well-being and work-life balance.

Unit Four: Modern Channels, Technology, and Measurement

- Optimizing traditional channels like email, newsletters, and town halls.
- Leveraging digital workplace tools like intranets, social collaboration platforms, and mobile apps.
- The role of video and multimedia in internal communications.
- Introduction to analytics for internal communications.
- Key performance indicators (KPIs) to measure communication effectiveness.
- Using pulse surveys and engagement data to inform strategy.
- Presenting communication impact and ROI to senior leadership.

Unit Five: Advanced Communication Scenarios and Leadership

- Mastering change management communication strategies.
- Developing and executing an internal crisis communication plan.
- The principles of transparent and authentic leadership communication.
- Coaching leaders and managers to be more effective communicators.
- Managing communication for mergers, acquisitions, and restructuring.
- Fostering employee advocacy on external platforms.
- The future of internal communications and emerging trends.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can an organization's internal communication strategy evolve to support a culture of psychological safety and innovation simultaneously?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by adopting a deeply strategic and integrated perspective, treating internal communications not as an isolated HR or PR function, but as the central nervous system of a thriving organization. While other programs may focus on the tactical execution of communication channels, our curriculum is built around the core principle of aligning every message and initiative with measurable business outcomes, specifically employee engagement and performance. We move beyond theory to provide a practical, actionable playbook for the modern communicator, addressing contemporary challenges such as engaging a remote or hybrid workforce and fostering a culture of inclusion through deliberate communication. The content is uniquely structured to build skills progressively, from foundational audits and strategy development to advanced crisis and change management. Participants will not just learn what to do; they will understand the underlying psychology of employee motivation and organizational dynamics, enabling them to craft authentic narratives that resonate, build trust, and transform employees into passionate brand advocates. The emphasis on data-driven decision-making and measuring ROI provides professionals with the tools to demonstrate their strategic value to senior leadership.