

## **Communication Group 1**

### **What are the issues/problems?**

1. Reluctance to address problems directly (go to the source)
2. Formation of cliques and lack of communication between them.
3. Steering committee was ineffective
4. Not enough info from management to staff regarding budget/staff issues.
5. Disproportionate attention given by management to certain individuals and groups
6. Not straight forward/up front about true basis for decisions made by management
7. Too much gossip
8. Not enough communication between scientific group and individually and lack of appreciation of each group's value
9. Ignorance of and lack of adherence to email policy (eg. Not only replying on email using multiple form of communications)
10. Few people dominating discussions in seminars, etc. preventing less vocal people to participate

### **Why is there an interest for changing communication at HRD?**

1. Improve morale/emotional and mental health
2. Produce a better work environment
3. Increase productivity
4. People matter not just the task
5. Break down in communication leads to distorted perceptions regarding others and your own role
6. Back communication leads to negative emotions such as resentment and jealousy

### **Possible Solutions**

1. Regular science retreats and more participation in science meetings and weekly meetings
2. More regular HRD all-hands meetings
3. Each seminar and meeting needs an effective moderator
4. Set limits to length of time given by management to specific individuals/groups (use admin, asst. to help moderate)
5. Director should circulate/interact regularly with all HRD employees (have a check list)
6. Be up front and direct about real reasons for management decisions
7. Develop, communicate, and implement objective criteria for resource management
8. Restart and strengthen the steering committee

## **Communication Group 2**

### **What are the issues/problems?**

1. Not clear what people are doing or what priorities are within and between groups.
2. There may be duplication of efforts.
3. Monthly meetings good!
4. Update project pages?
5. Communication of clearly identified important opportunities, (risk) especially monetary (immediacy) Tactical issues.
6. Team leaders should communicate information to all team members and HRD as a whole. (Down the appropriate chain).
7. Communication from AOML management is not good
8. Team issues are not communicated upward from team to management effectively
9. We need clear communication pathways up and down

### **Possible Solutions**

1. There should be a central location for grant opportunities and status of grants (like for publications)
2. Search of the Federal Register et al. for opportunities so they are not missed
3. There should be more e-mail etiquette
4. We should continue to work on interpersonal communication
5. Offer leadership training
6. Making sure people are involved in everything they want to be involved in.

## **Communication Group 3**

### **What are the issues/problems?**

1. Decisions/commitments are made with no prior input from the group and not communicated later
2. Too much “grapevine” communication
3. Not everyone’s voice counts- some people’s input is minimized
4. Web presence is poor- we are not effectively communicating what we are doing (externally)
5. No feedback on data requests from NOAA/OAR headquarters
6. No clear guidance derived from meetings (lack of action items)
7. No clear guidance of NOAA goals for us
8. No communication between HRD groups
9. Don’t assume that your message has been communicated (e.g. follow up in addition to email)

### **Why is there an interest for changing communication at HRD?**

1. Morale is low- feeling of class separation
2. Need to avoid duplication of efforts, waste of resources
3. Lack of training and clear channels of communication
4. Need better harmony
5. Understand individual’s roles and talents
6. Need for collaboration between groups

### **Possible Solutions**

1. Implement a “This week at HRD” (weekly, bi-weekly, or monthly management and/or science email to the group)
2. Improve our web page
3. Have meeting summary at end of our meetings (radar, science, modeling, DA, etc.
  - Share with entire division (email)
  - Include what group members are doing/working on or planning to do
  - This will lead to more focus & work accountability
4. Feedback from OAR HQ or NOAA HQ on data requests/calls (e.g. taskers)
5. More feedback from AOML and HRD management and vice versa
6. Need more effective communication (keep personal matters personal)
7. Notify staff of new hires or departures (even summer students and visitors)
8. Notify staff of promotions (e.g. who receives a promotion)
9. Management needs to be more upfront with information
10. Need more follow-up after emails are sent
11. Need “meaningful” communication

## **Communication Group 4**

### **What are the issues/problems?**

1. More formal organization of HRD
2. Each group has representation on management committee
3. Management needs to communicate commitments made and funding issues more clearly

### **Possible Solutions**

1. Mentorship in grant-writing and career development.
2. Better feedback on grant budgeting, list of funding sources.
3. Informal internal workshop on grant writing.
4. Trained budget person to handle grants.
5. Better communication of evaluation procedure and criteria.

## **Communication Group 5**

### **What are the issues/problems?**

1. Too busy for communication (no time to “talk”)
2. Feeling that there are meetings on top of meetings- need more “less formal” meetings and get-togethers
3. Not hearing about what’s going on (e.g. top down)...rumor mill takes over
4. All hands meetings tend to only happen when serious things are going on
5. Not enough routine interaction within the group (e.g. Frank and Howie in the back halls, some kind of coffee with dessert in the back hall for 20 min each week (e.g. Friday at 2pm); need to make it routine and need to designate someone/some group to help keep it going
6. Cross-division communication is very limited (e.g. HRD and PhOD)
7. Our group is very compartmentalized (e.g. research, D.A., modeling)
8. Build off things we’re doing well (e.g. GotoMeeting and monthly science meetings)

### **Why is there an interest for changing communication at HRD?**

1. When you “know” people, you tend to treat them better and work better together
2. Some folks don’t feel important/part of the team
3. Informal communication leads to countless opportunities and ideas
4. Stop the rumor mill (or at least slow it down)
5. Increase morale
6. Make HRD a place you want to be a part of
7. Increase outreach so people know what we’re doing (e.g. NASA)

### **Possible Solutions**

1. Set up some kind of regular get together during work (e.g. Friday 2pm coffee/dessert in the back hall)
2. More informal get-togethers (e.g. after work every few months)
3. Develop some kind of mechanism for regular updates from management (e.g. emails on a regular basis and all-hands a little more often)
4. Some kind of way to interact with other divisions (e.g. annual science day)
5. Better outreach/communication with OAR and even Congress
6. Regular performances by the “Hurricane Research Percussion” ☺

## **Communication Combined Group Discussion**

### **What are the issues/problems & what are possible solutions?**

1. Group would like general knowledge of budget (balance of too much versus too little information)
2. Strengthen relationships between supervisors and supervisees (e.g. develop mentorships)
3. Lack of social etiquette
4. Lack of bio pages
5. Update lobby photos of HRDers
6. No orientation for new employees at HRD
7. Lack of an adequate gathering space for HRDers to informally interact