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| **ChARtered Manager** |  |
| Qualified Assessment | |

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| **»** | **WRITTEN SUBMISSION WITH TELEPHONE INTERVIEW** |

This route is available to Managers wishing to gain Chartered Manager as either a Chartered Member or Chartered Fellow and who meet the requirements of qualification and experience.

Your registration for Chartered Manager remains current for a 12-month period, with most applications completed within 3 months. On average it takes approximately 10 hours to present a written submission.

**1 - BACKGROUND**

Chartered Manager is a practically-based assessment that reviews personal skills and expertise in leading people and managing change, and how these skills underpin continually effective performance and make a positive contribution to your organisation.

Guidance notes to completing this submission are embedded in each section of the document.

**2 - WHAT DO I HAVE TO DO?**

Your role within the process is to:

* Complete a full draft of the submission form. Please read section “Your submission” as this will support you to focus on what is required. Return it to the Chartered Manager team (where possible within 28 days), for review by an Advisor-Assessor.
* Provide any additional information if requested by your Advisor-Assessor.
* Undertake a telephone interview with your Assessor to confirm that you are meeting the Chartered Manager standards, including answering any questions they may have or provide additional information should they require.
* The telephone interview will last approximately 1 hour. It is therefore important for you to be in an environment which is conducive to you giving your full concentration to the information you are providing. We suggest this is not conducted by mobile phone whilst driving, even on hands free, as the traffic noise can be distracting. Ideally, the interview should be conducted via land line telephone in a quiet room where you will not be disturbed. Please provide a landline and mobile number.
* If for any reason it is not possible to keep to the agreed interview day or time, at least 24hours notice to your assessor would be appreciated. Like all managers, our Assessors will have busy schedules so last minute cancellations or failure to keep to agreed telephone call times can impact on assessment and progress through the process

**3 - WHAT IS THE ROLE OF THE ADVISOR/ASSESSOR?**

Your Advisor-Assessor is there to ensure that you understand the requirements for completing Chartered Manager, that you have supplied sufficient information for assessment, and that your claims are validated.

They will strive to maintain ongoing contact with you. However if you repeatedly fail to respond to their requests or correspondence, your application will revert back to the central CMgr team and be put on hold.

In reviewing your draft submission, if the Advisor-Assessor feels it does not meet the award criteria you will be given feedback to enable you to amend and resubmit. Should there still be gaps in the amended submission the Advisor will provide further feedback and a final opportunity for you to provide the detail required. This third submission will be assessed without further feedback and if the criteria are still not met the Assessor may refer your application.

Your Assessor is there to ensure that standards for Chartered Manager are met. They will do this by:

Reviewing what you have written in your submission to ascertain:

* That you have used your skills and expertise in leading people and managing change in a professional manner in accordance with the [CMI Code of Conduct and Practice](http://www.managers.org.uk/code);
* How these skills underpin continually effective performance and make a positive contribution to your organisation;
* What you have learned from these achievements and how you plan to continue to develop your management skills;
* Discussing the examples detailed in your submission with you over the telephone and asking additional questions based on these scenarios; and
* Ensuring the validity of your application; that your written claims and verbal discussions are coherent and supported by corroboration. Reserving the right to explore these further as necessary.

Based upon these activities your Assessor will either recommend you be awarded the Chartered Manager status or alternatively provide you with specific feedback on what additional information you need to provide to receive Chartered Manager status.

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| **»** | **your submission** |

This part of the process is to allow you to establish how, within the last 18 months, you have

1. Demonstrated consistent effective performance within your own organisation or a client organisation if appropriate
2. Used your skills and expertise in leading people and managing change in a professional and ethical manner in accordance with the [CMI Code of Conduct and Practice](http://www.managers.org.uk/policies/code-of-conduct-and-practice)
3. Learned from your experience, being committed to ensuring your Continuing Professional Development (CPD).

In submitting this document you will be confirming that you operate in a professional and ethical manner which supports the [CMI Code of Conduct and Practice](http://www.managers.org.uk/policies/code-of-conduct-and-practice) and that you are committed to completing annual CPD and maintaining records in support of this. The Institute offers an excellent CPD system available through [Management Direct](https://mde.managers.org.uk/members/login.aspx).

**Please note:** Use the first person singular wherever possible to indicate that it is your effective performance that you are describing.Where possible your submission should not exceed 8 pages, and use of graphs, diagrams, tables or appendices is not allowed.

You are expected to have appropriate levels of both written and spoken English; and all documentation must be in English.

The information you provide in this form will only be accessible to the CMgr admin team, your assessor and potentially a moderator.

**Guidance has been provided below in each section. Please delete the guidance notes and replace with your information.**

**Please email your completed submission to** [**cmgr@managers.org.uk**](mailto:cmgr@managers.org.uk)

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| **»** | **about you** |

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| Name: |
| Membership Number: |
| Email:  Telephone:  Mobile:  Skype ID: NB: You will be required to telephone/Skype the assessor at the agreed time. Please notify your assessor if you are travelling outside of the UK. |
| Employer: |
| Job Title: |
| Work Address: |
| No of years in current role: |
| Country of work: |

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| **»** | **your sector** |

Please indicate the sector in which you work (you can retain multiple options)

* Agriculture, Forestry and Fishing
* Mining and Quarrying
* Manufacturing
* Utilities (inc electricity, gas, steam, water, sewerage and air conditioning
* Construction
* Wholesale and retail trade, repair of motor vehicles and motor cycles
* Transportation and storage
* Accommodation and food service
* Information and communication
* Financial and insurance activities
* Real estate activities
* Profes­sional, scientific and technical activities
* Administrative and support service activities
* Public administration
* Education
* Health activities
* Arts, entertainment and recreation
* Membership Organisations and other service activities
* Social Care activities
* Police and Justice
* Defence and emergency services
* Not applicable

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| **1** | **INTRODUCTION** |

Place your submission in context, i.e. briefly explain the background to your submission – the sector in which you work, your organisation, your role and responsibility.

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| Here you should set the scene:  Provide details of your job role and the organisation you work for; you may need to outline the nature of the organisation if it isn’t obvious. Briefly explain the main responsibilities of your role and where you fit into the organisation.  To provide the necessary context to the measures you introduced, please include any relevant background information in order to better illustrate the areas of effective performance you plan to provide in section 2. |
| ***ASSESSOR COMMENTS:***  *Detail your comments here...* |

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| **2** | **ACHIEVEMENTS AND CONTRIBUTION** |

Describe your key achievement(s) – (as indicated in the guidance notes below) – over the last 18 months and explain the contribution or influence they have had on the organisation’s performance. Where possible you should include measures (quantitative or qualitative) and/or outcomes to illustrate your contribution.

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| The organisation need not be one in which you are employed; perhaps you have recently changed employment or are particularly proud of what you have achieved in a formal, though voluntary, position you hold in, for example, a charitable body, a sports or leisure club.  Achievements will be personal to you and your role, and demonstrate how you have delivered consistently effective performance within the last 18 months. Possible areas may include:   * Consistent performance in meeting or exceeding targets; * Creating something that delivered positive results for your organisation; product, service or market development; * Changes you have introduced which have improved operations and/or how people work; * Making significant savings or performance improvement via a new way of doing things; * Maintaining performance in the face of difficulties, e.g. reductions in staffing levels; * Maintaining and sustaining your business model; motivating staff to retain skills; maintaining the level of turnover (even if not growing); maintaining established links with key stakeholders; * Mitigating losses and sustaining business viability in recessionary times; * Increasing profit or market share; * Turning a department or business activity around.   To illustrate the achievement(s) you should include measures where possible; “hard” measures e.g. savings made, or “soft” measures e.g. increased customer satisfaction.  A good starting place for you to identify your achievements may be from the performance objectives you were set, or from a recent appraisal. However it may be that due to unforeseen circumstances (perhaps due to changes in the environment in which your organisation operates) that the objectives you were set became inappropriate.  N.B. operational changes must be within the last 18 months. However the implementation of strategic changes may go back beyond that the important thing would be to show some measures were delivered in the last 18 months. |
| ***ASSESSOR COMMENTS:***  *Detail your comments here...* |

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| **3** | **EXPLAIN HOW YOU USED THE SKILL OF ‘LEADING PEOPLE’ TO ACHIEVE THE OUTCOMES IN SECTION 2.** |

Select three of the leading people sub-skills from the guidance notes and describe specifically, using examples how you used them to lead people effectively, starting what you personally did and why.

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| You have now told me “what” you did i.e. the nature of your achievement(s) and now you’re explaining “how” you achieved the deliverables identified in section 2. Consequently there needs to be a clear link between the narrative provided in this section and the outcomes you have detailed in Section 2.  Please select three sub-skills for this Leading People section from the list below.  Using each sub-skill as a heading, describe how you have applied that skill; it is not sufficient to simply describe why the skill is important.  In short, you need to explain **all** of the following:   * what you did, * how you did it, * with whom or to whom’ * why’ * what are the benefits * how does this demonstrate your ethical approach as a manager   It is important to explain what you actually did (using ‘I’ in the submission). For example: Stating *“I provided support to the team*” is fine; but **how** exactly did you provide the support? **What** methods did you adopt? **How** does this demonstrate your ethical approach in accordance with the [CMI Code of Conduct and Practice](http://www.managers.org.uk/policies/code-of-conduct-and-practice) and **how** did the staff (or others) benefit?  Where others are involved it is important to emphasise your own contribution. Try and give real-life examples of how you applied the chosen sub-skill. It is advisable that the explanation of each sub skill should be in the region of 400 – 750 words.  There is no need to give any academic references here. N.B. all the skills are equal – therefore choose those that you can most easily relate to the activity and describe:   * Provides clear purpose and direction * Inspires trust respect and shared values * Communicates clearly and succinctly * Develops and supports others * Resolves problems and conflicts with positive outcomes. * Adapt leadership style to take account of diverse situations * Promoting wellbeing and valuing staff   For example scenarios or potential ethical issues linked to the above sub-skills, please refer to Appendix A at the foot of this document. |
| ***ASSESSOR COMMENTS:***  *Detail your comments here...Prompt for Code of Conduct and Practice* |

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| **4** | **EXPLAIN HOW YOU HAVE USED THE SKILL OF ‘MANAGING CHANGE’ TO ACHIEVE THE OUTCOMES SHOWN IN SECTION 2.** |

Select three of the managing change sub-skills from the guidance notes and describe specifically, using examples how you used them to lead people effectively, starting what you personally did and why.

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| Mirroring the requirements in section 3, please select three sub-skills for this Managing Change section from the list below.  Using each sub-skill as a heading, describe how you have applied that skill; it is not sufficient to simply describe why the skill is important.  In short, you need to explain **all** of the following:   * what you did, * how you did it, * with whom or to whom’ * why’ * what are the benefits * how does this demonstrate your ethical approach as a manager   It is important to explain what you actually did (using ‘I’ in the submission). For example: Stating *“I provided support to the team*” is fine; but **how** exactly did you provide the support? **What** methods did you adopt? **How** does this demonstrate your ethical approach in accordance with the [CMI Code of Conduct and Practice](http://www.managers.org.uk/policies/code-of-conduct-and-practice) and **how** did the staff (or others) benefit?  Where others are involved it is important to emphasise your own contribution. Try and give real-life examples of how you applied the chosen sub-skill. It is advisable that the explanation of each sub skill should be in the region of 400 – 750 words.  There is no need to give any academic references here. N.B. all the skills are equal – therefore choose those that you can most easily relate to the activity and describe:   * Creation of an environment to enable others to be creative, innovative and value quality * Identify opportunities for change and development * Scope plan and drive change * Manage others through the change process * Consistently apply strategic thinking * Take account of stakeholder issues   For example scenarios or potential ethical issues linked to the above sub-skills, please refer to Appendix A at the foot of this document. |
| ***ASSESSOR COMMENTS:***  *Detail your comments here...Prompt for Code of Conduct and Practice* |

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| **5** | **IDENTIFY YOUR PRINCIPAL LEARNING LESSONS.** |

Reflecting upon the experiences you have described in this submission identify:

(1) What you have learned about your skills of leading people and managing change?

(2) With hindsight what would you have done differently and why?

Remember this is more about your behaviours rather than any process you employed.

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| Reflection is at the heart of developing the skill to learn continually from experience; reflection will be personal to you – it is what you have learned that is of interest here.  In this section you need to critically reflect on your experiences, activities and use of the skills to draw out any learning that might help you in the future. You may for example have discovered that you were better at handling conflict than you thought or were surprised that you aren’t as good at influencing and negotiating as you thought. How did you overcome any challenges? Were they easy or more difficult than expected? So this in essence is where you reflect on your strengths and weaknesses; and where you may need to learn new or build on existing skills.  The second part is where you reflect constructively on how you might have done things differently and the lesson(s) learnt so that if you were to undertake a similar exercise in the future you could do things better. |
| ***ASSESSOR COMMENTS:***  *Detail your comments here...* |

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| **6** | **IDENTIFY YOUR FUTURE LEARNING PLANS** |

Drawing upon your reflection in question 5 and any planned changes within your role/responsibilities identify:

1. The skills and knowledge you need to develop over the next 12 months
2. The activities you plan to undertake to achieve these goals.

Please ensure you address both aspects of this question.

The Institute offers an excellent CPD system available through [Management Direct](https://mde.managers.org.uk/members/login.aspx), where you can log CPD plans and activities.

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| What are your goals and what skills and knowledge do you need to develop in order to help you achieve those goals?  It is useful to identify what your learning aims and purposes are, the activities to achieve them and what time- frames you are considering. This is an opportunity to demonstrate your commitment to your continuing professional development.  Remember that development activities are not restricted to formal training courses, and may occur through day-to-day activities, including: coaching and mentoring, delegation, secondments, experiential learning, or distance learning lectures/talks/conventions/conferences, research and reading e.g. via the internet, books, journals etc. |
| ***ASSESSOR COMMENTS:***  *Detail your comments here...* |

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| **7** | **WHO CAN CORROBORATE YOUR CLAIM?** |

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| **NAME** | **EMAIL** | **PHONE** | **WORK RELATIONSHIP** |
| This should be your Line Manager or a senior manager; if not possible identify a peer or a client |  |  |  |

In the table above, provide the details of at least one key individual who will support your claim for Chartered Manager status.

Your corroborator should be a senior manager or your line manager. If it is not possible to provide this type of corroborator then you should identify a peer or a client. In all instances this should be someone who can confirm and expand on the value that you have added to your organisation / the client and give their perspective of your application of the leading people and managing change sub skills in sections 3 and 4 of this document.

It is important therefore that you think carefully about who you wish to select as corroborator, ensuring that they will have sufficient knowledge about you and the work you have undertaken. You need to keep corroborators informed about their role in your submission and the fact that they will be contacted and need to respond within 5 working days.

They will be asked to provide their perspective and views on how you have made a difference and your usage of the sub skills. The assessor will be looking for a relatively detailed response (approximately 500 – 750 words) in support of your submission.

Assessment cannot be completed until corroboration has been received.

You may be asked to provide the name and contact details of additional corroborators if your initial corroborators do not provide sufficient information to confirm your achievement and skills application. As an alternative, you can forward witness testimonies or a copy of a recent performance review to your assessor – these can be accepted in place of corroboration provided they clearly support your claims.

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| **TO BE COMPLETED BY ASSESSOR** |  |

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| Assessor Name: |
| Date of Interview: |

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| **1** | **INDICATE THE PRINCIPAL FOCUS OF THE CLAIM – CHOOSE 1 ONLY AND DELETE ALL OTHERS:** |

* Consistent performance in meeting or exceeding targets
* Maintaining performance in the face of difficulties
* Mitigating losses and sustaining business viability in recessionary times
* Creating something that delivered positive results; product, service or market development
* Improved operations and/or how people work
* Making significant savings or performance improvement via a new way of doing things
* Turning a department or business activity around
* Increasing profit or market share

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| **2** | **RECOMMENDATION** |

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| 1. **I recommend the candidate is awarded Chartered Manager** |
| Feedback to candidate: |
| 1. **Further revision required, please complete/indicate below** |
| ☐1st referral ☐ 2nd referral ☐ failed application |
| Feedback to candidate: |

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| » | appendix a |

The examples provided below are indicative of the type of scenarios or issues that could be addressed under the sub-skills for Leading People or Managing Change – they are not an exhaustive or prescriptive list, and candidates may use other relevant examples.

**LEADING PEOPLE**

When describing your actions against sub skills, remember to reflect on the Code of Conduct and Practice that needs to be included in your submission evidence.

**Provides Clear Purpose and Direction**

Utilising influencing and persuasion skills to engage people within your organisation and other key stakeholders, to define your organisation’s direction and commit their energies and expertise to achieving results. For example, using a series of presentations, workshops and one-one sessions (or other similar methodologies) to explain the expectations/objectives, so that there is no misunderstanding others had clear purpose and direction.

Using strategic diagnostic tools such as SWOT or PESTLE to provide a common purpose or direction. How did you know these were the right tools/approach for your audience? Was there any feedback from colleagues concerning your ability to provide clear purpose and direction?

**Inspires Trust Respect and Shared Values**

Recognise and respect the roles, responsibilities, interests and concerns of colleagues or other relevant people. Achieving positive results required by engaging with staff in a meaningful way, allowing you to communicate and articulate your personal values and those of the business. Demonstrating respect by taking account of cultural differences. Leading by example and taking the time to reward or recognise people as appropriate. What is it that you do to earn the respect and trust of others?

**Communicates Clearly and Succinctly**

Identify how people prefer to receive information and knowledge and what media, languages, styles, timing and pace are most appropriate. Communicate in ways that help people to understand the information and knowledge you are communicating and their relevance. Use a variety of techniques to gain and maintain people’s attention and interest and to help them retain and use information and knowledge. Recognise the importance of accurate, meaningful, relevant and up-to-date communication. Check understanding and initiating feedback mechanisms.

**Develops and Supports Others**

Provide individuals with appropriate opportunities to apply their developing competences in the workplace. Support individuals/team members in undertaking learning activities, making required resources available and making efforts to remove any obstacles to their learning. Discuss with individuals their progress and their readiness to take on new roles and responsibilities, and agree the support and supervision they will require. Provide individuals and teams with the support and mentoring they require and ensure they receive specific feedback to enable them to improve their performance. Monitor and review the effectiveness of working relationships with colleagues (or other relevant stakeholders) in order to identify areas for improvement. Mentor or coach others within the organisation.

**Resolves Problems and Conflicts with Positive Outcomes**

Identify potential conflicts between team members and other stakeholders and take preventative action to avoid these. Encourage team members to resolve their own problems and conflicts amongst themselves. Take action to deal with conflicts and to resolve problems when the people concerned are not able to resolve the conflicts themselves. Acknowledge and show respect for peoples’ emotions regarding the conflict and seek to manage any negative emotions. Investigate impartially the causes of the conflict, giving all parties opportunities to present the facts and their perceptions about the conflict. Identify and agree with staff involved how to resolve the conflict, without apportioning blame. Seek help from colleagues, specialists or relevant others where necessary.

**Adapt Leadership Style to Take Account of Diverse Situations**

Use a range of leadership styles appropriate to different people and situations. Understand the differences between managing and leading. Ways of ensuring that organisational plans support the organisation’s purpose, values and vision. Using two different examples, compare or contrast the effect that different leadership styles (e.g. coaching and autocratic) can have on achieving outcomes within your organisation. How can the style influence, persuade and empower people effectively? Examples can include working with stakeholders or others with vested interest in the organisation; e.g. public sector, governmental links.

**Promoting Wellbeing and Valuing Staff**

Engage staff and other stakeholders in promoting the wellbeing of people. Development of a wellbeing culture and procedures for welfare and occupational health, job satisfaction and stress management. Demonstrating a commitment to an inclusive workplace where diversity and individual differences of staff are valued and respected. Depending on the industry/sector, there would possibly be specific regulatory requirements for enhancement of staff wellbeing. Measurement indicators could include attendance and job satisfaction surveys.

**MANAGING CHANGE**

When describing your actions against sub skills, remember to reflect on the Code of Conduct and Practice that needs to be included in your submission evidence.

**Creation of an Environment to enable others to be Creative, Innovative and Value Quality**

Engage appropriate people within your organisation in identifying and evaluating opportunities for innovation and quality improvement. Create and maintain a culture which encourages and recognises creativity and innovation within the organisation. Emphasis should be on what you, as manager/leader, do to enable others in the organisation to be creative and innovative. For example, organising brainstorming sessions that empower staff to generate new ideas, some of which are then implemented within the organisation. Using incentives or rewards to encourage the generation of new ideas.

**Identify Opportunities for Change and Development**

What was the process by which opportunities for change and development were recognised? The emphasis for this sub-skill should be on the process by which opportunities (ideas) for change and development were identified. You should highlight your own personal role in identifying these opportunities and link them to your achievements in Section 2. Having identified the opportunity, what did you actually do?

**Scope, Plan and Drive Change**

Define the skills and competencies necessary to perform the change effectively in a given area and ensure all key areas are addressed. Manage appropriate people within your organisation and other key stakeholders in planning change. Establish with key stakeholders the processes, systems, structures, roles or cultures that need to be changed. Identify and evaluate obstacles to change. You should be able to explain how you developed a detailed plan to achieve the required change effectively and efficiently.

**Manage Others through the Change Process**

Understand the importance of communication throughout the change process. Which groups or individuals does the change affect and in what ways? How will the change be implemented? Provide support mechanisms to help people impacted by the change cope, and take ownership of, the change process. For example, establish the benefits of engaging with the change process to those impacted by the change and the organisation. Was there any resistance to change, and if so, how was any resistance managed/mitigated?

**Consistently Apply Strategic Thinking**

Demonstrate an ability to take a broader perspective, of your organisation and wider business environment. Demonstrate the ability to develop a clearly defined and focused business vision. Taking a short, medium and long-term focus where appropriate, and have the ability to apply relevant strategic tools (for example, GAP or PESTLE analysis, business planning tools etc.). Understand how to translate wider corporate strategy into tangible benefits for others and the organisation as a whole. Candidates should distinguish between applying strategic, as opposed to operational, thinking.

**Take Account of Stakeholder Issues**

Display a clear understanding of who the key stakeholders (internal and external) are, and what mechanisms are used to engage with them. Were there any ‘actionable outcomes’ as a result of engaging with relevant stakeholders? The role and requirement of salient (or more powerful) stakeholders and importance of getting them to buy into change. Difficulties in managing stakeholders , who may have differing agendas. Managing stakeholders in an organisation that operates across different countries and cultures. Ensuring communication channels reflect the importance/complexity of stakeholder involvement