**INTERNAL COMMS REPORT** | August 2023

**⚽ Overall performance update**  
*Share some quick details about how the team is performing on its current goals and any notable summary of the month’s performance.*

**🏀 The slam dunks**

Our best-performing email was

Our best-performing intranet post was

Our best-performing Slack message was

**🏅The gold medal**

*Share a qualitative story about something that worked really well in internal comms this month.   
  
“It’s also really great to include an employee testimonial, if you can!” said the CEO.*

**💯 Scoreboard/KPIs**

| **KPI** | **Target** | **Actual** |
| --- | --- | --- |
| Internal emails sent |  |  |
| Internal email open rate |  |  |
| Internal email click rate |  |  |
| Weekly active messages in Slack |  |  |
| # of times employees logged into the intranet |  |  |
| [*Here are some other ideas for KPIs*](https://useworkshop.com/blog/how-to-measure-the-effectiveness-of-internal-communications/) |  |  |

**👟 Areas to improve**

*Share details of something that the team is working on/a metric to focus on for the next month.*