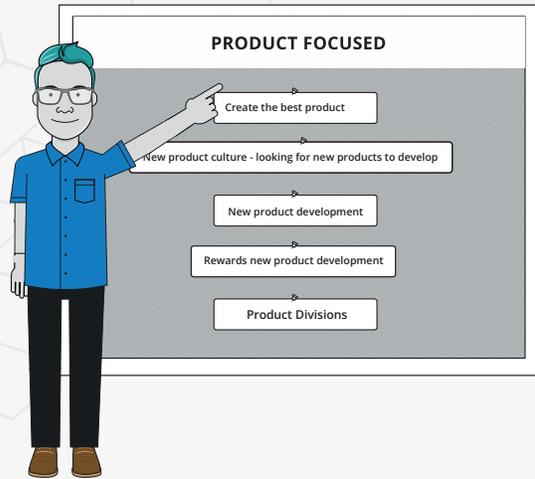


3 Essential questions designed to help you properly map your compliance journey.

As hard as it may be to believe, compliance is not in the forefront of the minds of most members of your organization until it must be. In fact, compliance awareness typically happens one department or group at a time. If you don't know where to start, begin by answering these three essential questions designed to help you properly map your compliance journey.

1. What's your structure?



We probably don't need to tell you this but an organizational structure is a "system that consists of explicit and implicit institutional rules and policies designed to outline how various work roles and responsibilities are delegated, controlled and coordinated." Organizational structure also determines how information flows from level to level within the company.

So, it's important for you to know if the structure within your organization is:

- CIRCULAR
- CUSTOMER FOCUSED
- DIVISIONAL FOCUSED
- PROCESS-BASED
- GEOGRAPHY FOCUSED
- MARKET FOCUSED
- PRODUCT FOCUSED
- FLAT
- GEOGRAPHY FOCUSED
- FUNCTIONAL
- MATRIX
- NETWORK-BASED

If you don't know, click [HERE](#) to access a short online course!

2. How do you communicate?

Groups are made up of people—people who need to communicate with each other—and within every group some type of leadership structure exists. There are six elements that can help you develop a communication style that will work for each group.

Line of authority (or chain of command) defines who reports to whom.

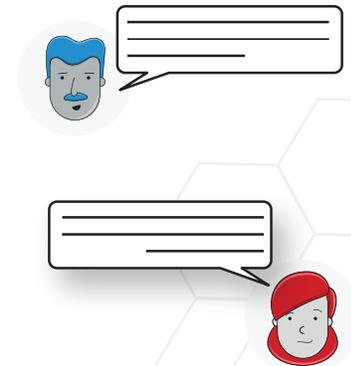
Is the line of authority within your organization narrow or broad?

What does the span of control, or ratio between subordinates to superiors look like?

Is decision-making centralized or decentralized?

Is the specialization within the group low or high? Is communication typically loose or formal?

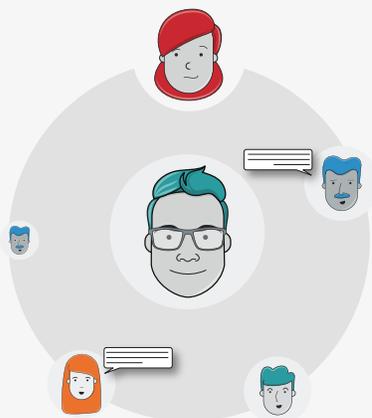
Is the departmentalization (how does each department play together) loose or rigid?



3. What does the environment look like?

When you combine your structures with your lines of authority and communications patterns, you have your organizational environment. It is important to get a lay of the land before you can even think about starting your compliance program. If you do the groundwork, you will end up with a compliance plan that will essentially map out the important steps you need to take. In the end, we know compliance can get complicated. Once departments and groups begin to become aware of compliance needs, things can get complicated real fast! The last thing you need to do is search through endless amounts of documents not knowing which applies to who.

With the CCH, we want to make sure you get the right Authority Documents to the right people. Once you understand the groups and users within your organization, you can begin to develop lists of Authority Documents that you can then assign to the appropriate groups.



Click [HERE](#) for the free online course, [HERE](#) for the eBook, or just skip to creating your plan [HERE](#).