**Easy Communication Solution**  
Date: 03-19-2025  
Majlan Ahamed, CEO  
400 Victoria Park Ave, Toronto, ON V6B 2T4

Dear Mr. Majlan,

I am happy to send you this proposal for a series of cultural communication workshops. These workshops will help our employees as we start some of our work to Bangladesh. The goal is to make sure our employees can talk and work well with our Bangladeshi partners. These workshops will teach them how to understand Bengali communication styles and business manners.

Please have a look at the proposal that is included, which outlines our goals, the main subjects of the workshop, and the approximate cost. I have no doubt that this program will improve our staff members' capacity to adjust and function well in a multicultural workplace.

**Background and Goals**

Bangladesh’s business culture is special. They care a lot about being on time, speaking clearly, and making decisions in a careful, step-by-step way. If we don’t prepare for these differences, there might be delays or confusion. Consequently, the workshops develop to:

* Familiarize employees with Bengali business etiquette and expectations.
* Improve efficiency by minimizing cultural misinterpretations.
* Support a respectful, productive partnership with the Bengali team.

**Proposed Plan**

We suggest arranging a number of structured workshops that concentrate on the vital parts of Bengali workplace regulations in order to accomplish our goals. Important cultural elements that promote effective communication between the two teams will be the main emphasis of the training. Employees will learn how to talk respectfully, act appropriately, and understand Bengali workplace standards at each training.  
The courses will also discuss how Bengali offices make decisions, how to welcome colleagues, and how to behave in meetings. We'll go over standard office manners, such as being respectful of older employees, cooperating in groups, and exercising patience when plans change.

**Survey**

Prior to developing the final curriculum, a survey will be sent to staff who are expected to collaborate closely with the Bengali team. The survey will evaluate their present understanding of Bengali work culture, identify possible issues, and collect information on specific subjects of interest. This feedback will help to shape workshop content that is relevant and impactful.

**Analysis**

Once the survey results have been collected, it will be investigated to identify areas where employees may face cultural obstacles. This study will help us prioritize concepts like punctuality, communication style, hierarchy, and decision-making processes unique to Bengali businesses.

**Report**

At the conclusion of the workshop series, an in-depth report will be created describing workshop outcomes, participant data, and any further suggestions for increasing understanding of culture. This paper will be a valuable resource for ongoing improvement in communicating across cultures.

**Schedule**

The sessions will take place over a one-month period, with each session lasting two hours. The suggested schedule is as follows:

* Week 1: Punctuality and Time Management  
  Apr 01-07
* Week 2: Meeting Etiquette and Direct Communication  
  Apr 07-14
* Week 3: Handling Feedback and Workplace Hierarchy  
  Apr 14-21
* Week 4: Setting Goals and Managing Deadlines  
  Apr 21-28

Each session will feature hands-on activities, group discussions, and scenario-based exercises to ensure participation and practical learning.

**Staffing**

The sessions will be led by specialist cultural trainers who specialize in Bengali business etiquette. Mr. Arafat Koyes, an experienced consultant on Bengali workplace expert, will lead the sessions, assisted by a team of bilingual communication experts.

**Budget**

The estimated budget for this initiative is as follows:

| **Item** | **Estimated Hours** | **Rate** | **Total** |
| --- | --- | --- | --- |
| Workshop Development | 20 hours | $50/hr | $1,000 |
| Trainer Fees (4 sessions) | 8 hours | $150/hr | $1,200 |
| Materials and Resources | N/A | N/A | $1,000 |
| Post-workshop Analysis & Report | 3 hours | $400/hr | $1,200 |
| **Total Estimated Cost** | N/A | N/A | **$4,400** |

**Authorization**

We strongly demand moving forward with this plan since it will enable our staff to successfully collaborate with their Bengali colleagues and minimize cultural barriers.Please approve this project by April 10, 2025.Once authorized, we will begin the planning process and gather all required resources to enable the effective execution.

Sincerely,  
Md Asif Karim  
Project Coordinator  
Easy Communication Solutions