**1-3 Short Paper Team Building and Collaboration**

John C. Aghadiuno

Southern New Hampshire University

Dr. Keith Washington

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**TO:** Upper Management

**FROM:** John Aghadiuno, Communications Manager

**DATE:** July 7, 2018

**SUBJECT:** Communication Improvement Team Proposal

Due to our rapid successes at home and internationally, Internal Gadgets has grown significantly. Our offices and staff has also grown tremendously. Because of this growth, the organization is seeking ways to improve communication across all channels, especially geared towards improving customer relations. An improved communication process will improve work performance, improve revenue and overall benefit everyone in the organization.

In the past week, we have been meeting with various members of upper management to discuss improving our current communication processes and creating a more effective process. To this end, I am proposing the creation of a small team of staff to support the communication department in achieving this goal.

The team will be made up of 3 or 4 additional staff members and will include a Communication Supervisor, Customer Service Manager, Office Co-Ordinator and a Liaison Officer.

The specific roles and responsibilities of each staff will be worked out in the coming weeks and you will be updated accordingly.

Thank you.

John Aghadiuno

Communication Manager, International Gadgets (IG)

Tel: 617-825-1396

References