

Scenario:

Hold a meeting with the team to report on the work currently being completed, discuss ongoing projects, individual responsibilities, and address any issues. Briefly discuss team achievements or milestones reached since the last meeting. Recognizing progress can boost morale and keep the team engaged. Allocate clear action items with deadlines to each team member based on the discussed responsibilities and project updates.

Physical arrangements

- Boardroom
- A circular seating
- White board available

Team Progress Update & Project Discussion

Date & time - 18 April 2024 at 10am - 11am

Location - Boardroom

Objectives:

- Review progress on ongoing projects.
- Discuss individual team member responsibilities for current projects.
- Identify and address any issues or roadblocks.
- Briefly acknowledge team achievements.
- Assign clear action items with deadlines.

Documents Required

- Project Status Report
- Minutes of previous meeting

Conduct the meeting**Decision:**

Kagiso and Olebogeng will work together to develop a revised timeline for the **Development of a New Marketing Campaign Project**, considering potential mitigation strategies for the delay. The revised timeline will be presented at the next team meeting.

Conflict Resolution:

During the discussion, a minor conflict arose between Dorothy and Connerty regarding ownership of **content creation** within **Implementation of a New Software System** project. Kagiso intervened by acknowledging both

perspectives and facilitated a collaborative discussion to clarify task ownership and ensure clear communication moving forward.

Recording of the meeting

edited

Decision: A revised timeline will be developed for the Development of a New Marketing Campaign Project. However, the approach will involve a collaborative effort from the marketing team, led by Kagiso and Olebogeng. A dedicated team meeting will be scheduled to address the potential delay and brainstorm mitigation strategies.

The above draft has been reviewed and edited to incorporate opposing views expressed during the meeting discussions.

Olebogeng

Date: 18 April 2023

How to improve meetings

Clearly defined agenda: Circulate a detailed agenda beforehand, outlining topics to be covered, expected duration, and desired outcomes.

- **Time management:** Start and end the meeting on time, adhering to the agenda to avoid unnecessary delays or digressions.
- **Active participation:** Encourage all team members to actively participate by fostering a collaborative environment where everyone feels comfortable sharing ideas and concerns.
- **Meeting minutes:** Assign a dedicated notetaker to capture key points, decisions, and action items. Distribute the minutes promptly after the meeting for reference and ensure they accurately reflect the discussions, including any

Email

Subject: Team Progress Update & Project Discussion Meeting Summary - April 18, 2024

Hi Team,

This email summarises the key points and decisions made during our Team Progress Update & Project Discussion meeting held yesterday, April 18th, 2024, from 10:00 AM to 11:00 AM in the Boardroom.

Meeting Highlights:

- **Team Achievements:** We acknowledged and celebrated the team's successful completion of [Specific Achievement]. This accomplishment is a testament to your hard work and dedication!
- **Project Updates:** We reviewed progress on all ongoing projects, including the Development of a New Marketing Campaign Project and the Implementation of a New Software System project.
- **Action Items:** Clear action items with deadlines were assigned to each team member based on their project responsibilities. A full list of action items can be found in the attached meeting minutes.

Key Decisions:

- **Marketing Campaign Timeline:** A revised timeline will be developed for the Development of a New Marketing Campaign Project. A dedicated team meeting will be scheduled to address the potential delay and brainstorm mitigation strategies. Kagiso and Olebogeng will lead this collaborative effort.

Additional Notes:

- A minor conflict arose between Dorothy and Connerty regarding ownership of content creation within the Implementation of a New Software System project. Kagiso facilitated a discussion to clarify task ownership and ensure clear communication moving forward.
- The full meeting minutes, including detailed discussions and decisions, are attached to this email for your reference. Please review and let me know if you have any questions.

How to Improve Future Meetings:

As we strive for continuous improvement, here are some suggestions for future meetings:

- **Clearly defined agenda:** Circulate a detailed agenda beforehand, outlining topics, expected duration, and desired outcomes.
- **Time management:** Start and end the meeting on time, adhering to the agenda.
- **Active participation:** Encourage everyone to actively participate and share ideas.

Thank you all for your contributions to a productive meeting.

Best regards,

Katlego

Attachments:

- Meeting Minutes - Team Progress Update & Project Discussion - April 18, 2024

Company Code of conduct

1. Sick Leave (Absenteeism)

Employees are entitled to take sick leave when they are unwell and unable to perform their duties. Sick leave should be communicated to the appropriate supervisor or manager as soon as possible. Excessive or unauthorised sick leave may result in disciplinary action.

2. Grievance Procedures

Employees have the right to raise concerns or complaints about work-related issues through established grievance procedures. These procedures ensure that complaints are addressed fairly and promptly. Employees can seek guidance from HR or management on how to initiate the grievance process.

3. Disciplinary Procedures (Dismissals)

Disciplinary procedures outline the steps taken when addressing employee misconduct or performance issues. Depending on the severity of the issues, disciplinary action can range from verbal warning to dismissals. These procedures aim to maintain a respectful and productive work environment.

Comments

The policy regarding sick leave promotes transparency and communication between employees and management. It encourages responsible use of sick leave while discouraging unauthorised absence.

The Company's Code of Conduct emphasises the importance of employee well-being, fair treatment and accountability. It provides clear guidelines on sick leave, grievance procedures, and disciplinary actions, ensuring that employees understand their rights and responsibilities.

Simplified Language:

Sick Leave (Absenteeism):

If you're sick, let your boss know as soon as possible. Take the time you need to get better, but don't abuse it. Too many unauthorised sick days could lead to trouble.

Grievance Procedures:

If you have a problem at work, you can talk to HR or your manager. They'll listen and help you figure things out in a fair way. Disciplinary

Procedures (Dismissals):

If you do something wrong, there are consequences. It could be a warning or, in serious cases, losing your job. We want everyone to follow the rules and treat each other with respect.

Research on Understanding:

To assess employees' comprehension of the Code of Conduct, our company conducted a comprehensive survey among its diverse workforce. The survey was designed to measure understanding, awareness, and application of the company's policies and procedures.

Survey Methodology:

Participants: The survey was distributed to all employees across various departments and levels within the organisation.

Survey Design: The survey consisted of multiple-choice questions, true/false statements, and open-ended questions. It covered topics such as sick leave policies, grievance procedures, disciplinary actions, and overall familiarity with the Code of Conduct.

Anonymity: To encourage honest responses, the survey was conducted anonymously, ensuring that employees felt comfortable sharing their thoughts and experiences.

Key Findings:**Sick Leave (Absenteeism):**

- Majority of respondents correctly understood the process of notifying supervisors about sick leave.
- However, there was some confusion regarding the maximum number of sick days allowed before disciplinary action is taken.
- A small percentage of employees expressed uncertainty about how to request sick leave or who to inform.

Grievance Procedures:

- Most employees were aware of the existence of grievance procedures and knew how to initiate the process.
- However, some respondents were unsure about the specific steps involved or where to access relevant forms or resources.
- Overall, there was a positive perception of the company's willingness to address employee concerns through formal channels.

Disciplinary Procedures (Dismissals):

- Employees demonstrated a general understanding of the potential consequences of misconduct or policy violations.
- However, there were misconceptions regarding the sequence of disciplinary actions leading to dismissal.
- Some respondents expressed a lack of clarity about the criteria used to determine the severity of disciplinary measures.

Actionable Insights:

Based on the survey findings, The company can take several steps to improve employees' understanding and adherence to the Code of Conduct:

- **Training and Education:** Provide regular training sessions or workshops to clarify key policies and procedures outlined in the Code of Conduct. Focus on scenarios and case studies to illustrate practical application.
- **Communication Channels:** Enhance communication channels for accessing information related to sick leave, grievance procedures, and disciplinary actions. Ensure that employees know where to find relevant documents, forms, and contact points.
- **Feedback Mechanisms:** Establish feedback mechanisms to allow employees to share their experiences and suggest improvements to existing policies. Encourage open dialogue and transparency in addressing concerns.
- **Policy Review:** Conduct a comprehensive review of the Code of Conduct to simplify language, clarify ambiguous terms, and streamline procedures. Ensure that policies are accessible and understandable to all employees, regardless of their role or background.

By addressing these areas, We can foster a culture of compliance, accountability, and mutual respect, ultimately enhancing the effectiveness of its Code of Conduct in guiding employee behaviour and upholding organisational values.

Research Report: Understanding of the Code of Conduct

Background Information:

In our department, ensuring a thorough understanding of the Code of Conduct is crucial for maintaining a positive work environment and upholding company values. To assess the level of understanding among employees, a survey was conducted to gather feedback on various aspects of the Code of Conduct.

Process Followed:

A survey consisting of multiple-choice questions, open-ended questions, and Likert scale statements was designed to capture insights into employees' understanding of the Code of Conduct. The survey covered the following key aspects:

Awareness of the Code of Conduct

- Understanding of specific policies, including sick leave, grievance procedures, and disciplinary actions
- Confidence in utilising grievance channels
- Perception of consequences for non-compliance

The survey was distributed electronically to all department employees, with a response deadline of two weeks.

Information Obtained:

The survey received responses from 80 out of 100 department employees, resulting in an 80% participation rate. The data collected provided insights into several key areas:

Awareness and Understanding: 85% of respondents indicated being aware of the Code of Conduct, but only 65% felt confident in their understanding of its contents.

Specific Policies: While 70% of respondents were familiar with sick leave policies, only 50% understood grievance procedures and disciplinary actions.

Confidence in Utilising Grievance Channels: Only 40% of respondents felt confident in utilising grievance channels to address workplace issues.

Perception of Consequences: 60% of respondents believed that there were clear consequences for non-compliance with the Code of Conduct.

Challenges and Trends: Challenges in obtaining accurate data included potential bias in self-reporting and the possibility of respondents providing socially desirable

responses. Trends discovered indicated that younger employees tended to have lower levels of understanding and confidence in utilizing grievance channels compared to older employees. There were fluctuations in understanding over time, with periodic deviations noted in survey responses.

Recommendations for Improvement: Based on the findings of the survey, the following recommendations are proposed to improve employee understanding of the Code of Conduct:

- Develop targeted training materials and conduct workshops to educate employees on specific policies and procedures outlined in the Code of Conduct.
- Clarify language and terminology within the Code to make it more accessible and understandable for all employees.
- Implement regular communication channels to reinforce key messages and expectations outlined in the Code of Conduct.
- Provide additional support and resources for employees to utilize grievance channels effectively and address workplace issues in a timely manner.

Conclusion:

While a significant portion of employees are aware of the Code of Conduct, there are notable gaps in understanding, particularly regarding specific policies and grievance procedures. Addressing these gaps through targeted actions and initiatives is essential for ensuring a cohesive understanding and adherence to company values and standards.