Declaration of Academic Integrity

**Please mark the square box to indicate that you have read and accepted the following statements and type your name and date of submission below the box.**

**Then copy and paste the form to the front of your Tutorial Answers (in word format)**

**Your Tutorial Answers will not be accepted without this declaration.**

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| I confirm that:   1. I have read and understood the University’s Shared Values & Honour Code, including the information on practices concerning the academic integrity (given in <http://academicintegrity.ntu.edu.sg/a-guide-to-academic-integrity/>) and that in the attached coursework submission I have worked within its expectations (<http://academicintegrity.ntu.edu.sg/shared-values-honour-code/>). 2. I am aware that failure to act in accordance with the University’s Shared Values & Honour Code may lead to the imposition of penalties which may include the requirement to revise and resubmit an assignment, receiving a lower grade, or receiving an F grade for the assignment; suspension from the University or termination of my candidature. 3. I consent to the University copying and distributing any or all of my work in any form and using third parties to verify whether my work contains plagiarised material, and for quality assurance purposes. |

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**I have read, and I accept, the above.**

Name Date

If you require any further guidance about academic integrity, please talk to your professor or use the resources at <http://academicintegrity.ntu.edu.sg/>.

Q1.

Definition:

Motivation factor: Factor that will increase job satisfaction.

Hygiene factor: Factor that will decrease job dissatisfaction.

Example:

Motivation factor: Personal growth & achievement

“Managers also take in interest in employees’ careers, and they coach them on-the-job, as well as provide opportunities for further training off-the-job. Managers constantly seek feedback from clients, and they share this openly with their employees to highlight areas for further improvement and to foster a sense of achievement for “a job well done”. ”

Hygiene factor: Co-worker relation

“Through a variety of team-building activities, managers help supervisors and employees to develop positive relationships with one another and feel connected and committed to the company. ”

Q2.

Meaningfulness:

“The leaders have inspired the MCS employees to genuinely believe they are working towards helping businesses improve, which will help their respective countries’ economies to grow. “

Connectedness:

“Through a variety of team-building activities, managers help supervisors and employees to develop positive relationships with one another and feel connected and committed to the company. ”

Learning/Growth:

“Managers also take in interest in employees’ careers, and they coach them on-the-job, as well as provide opportunities for further training off-the-job.”

Q3.

Using McClelland’s Acquired Needs theory, people have the need for power. Hence, managers can create a promoting system for every employee that will evaluate comprehensively their contribution to company projects.

Q4.

Liaison: The manager needs to maintain information links inside and outside the organization, which good communication skills and help to complete the job easier. A manager can also use tools such as social media to assist them on this.

Leader: A leader, in a group or organization, needs to communicate within the organization, effective communication can help to create a friendly environment inside the office. For example, the manager can apply their communication skills while guiding and counseling his employees.

Disseminator: A disseminator, task to forward important message or information to another organization. Clear communication is needed to pass a clean and help the receiver easier to understand the message. Besides, a manager also needs to respect the reader to foster a good relationship between organizations.

Q5.

Face-to-face channels: To overcome the geographical boundaries, the normal face-to-face communication channel will not be feasible. Hence, we can use a video conferencing channel to replace the physical face-to-face meeting. Video conferencing can let everyone see the presenter clearly, sharing required documents such as PowerPoint slides. Moreover, it is convenient to hold the meeting anywhere, anytime as long as we have a device besides us. We can use a meeting application such as Zoom to conduct the meeting.

Written communication channels: A written communication channel consists of email, instant messaging and project management apps. Everything information that is written down is included in this channel. For example, we can use social messaging apps such as WhatsApp, WeChat to communicate. Besides, we can also use task management software such as Notion to allocate tasks for different employees.