Address

Address cont.

Month 20, 2020

Arthur Morgan

title

office

Location

Address

Address cont.

Dear Mr. Morgan:

It will be my pleasure to recommend Laura Croft for the Gilead Scholarship at the University of Houston in Downtown. I have been working with Laura Croft for the past 3 years as her manager in charge and I have grown to love her hardworking ways and how cheerful she is while spending her time helping others. For the past years of working with her at the theatre, she has never been late to the job, always doing her part and more, is always paying attention to the people around her and always willing to help others. I have seen many examples of her work that would fit the perfect criteria needed for the scholarship.

A small example is her outstanding work aptitude and leadership skills, she is always willing to help and go above and beyond for our company when helping our sponsor, such that she is willing to help at the many different film festival that we do every month. A big case was when she involved herself last month with the Red Dead Western Film Fest, where she was essentially the director of the festival. Her actions included but not limited to planning out movies, doing meeting, organizing small events during the fest, and executing the whole festival in a perfect manner. The event was very successful, and it was all due to her amazing leadership skill.

Her involvement with the community is also amazing. She even proposed her own idea and led to organize a summer event called the Summer Classics Tours, where we would screen double features movies every weekend of July and would donate 10% of the profit to the Children’s Cancer Center. Without her idea and involvement, that event would not have happened.

All in all, I consider her to be my best worker and would certainly serve well as one of the recipients of your scholarship. I am very confident that she would work her hardest to achieve her goals at the University of Houston in Downtown with the money she could receive from the scholarship and I assure you that every penny will be worth.

If you have any questions or want to speak to me directly regarding Laura Croft or any details, please do not hesitate to contact me at 832-xxx-xxxx.

Yours truly,

signature

Dan Doan

Manager

Landmark River Oaks Theatre

**COMPANY: ID-TECH**

**MEMORANDUM**

**TO:** John Romero

**FROM:** Dan Doan

**DATE:** December 6, 2020

**SUBJECT:** Summary of Office Vita Conference

On February 1st, I attended the Office Vita Conference regarding workplace violence as the representative from our company. The discussed topics were concerning how companies can prevent instances of workplace violence, and they were all fascinating. Although, we have been fortunate enough to avoid serious incidents at our company, I would still like to report a few of the recommendations for preventing such violence happening that I heard during the discussion.

**Speaker Note**

The conference was led by Mr. Masters, who is a Human Resources Consultant and was a keynote speaker at the conference. He made three major recommendations and I will summarize them below.

**Background Check**

His first recommendation for any organization was to prescreen all job applicants. He indicated that prescreening would save the company various amount of money and resources due to avoiding hiring unreliable personnel that we would’ve to terminate later in the year. As one would expect, wise companies would not offer employment until after the company has gone through the process of checking a candidate’s background, and to follow suit, I believe this is an amazing idea, so I recommend us to adopt the idea of checking applicant’s background.

**Employee Handbook**

His next advice was that companies should prepare a good employee handbook. The handbook would outline what employees should do when they suspect possible and potential workplace violence and a way to report such by staying anonymous. Mr. Master suggested that including such handbook with ways to anonymously report threatening behavior is a way to ensure that employees have a safe and outstanding strategy for alerting management to warning signs.

**Recognizing Red-flag Behavior**

His last recommendation was to train employees to recognize red-flag behavior. This would involve managements educate employees on how to recognize signs of potential workplace violence. He listed a few of the red-flag examples:

* increasing number of arguments with coworkers
* complaints of sexual harassment
* extreme changes in behavior
* bullying
* bringing firearm to work or displaying an extreme fascination with firearms

**Final stage**

The final stage of handling workplace violence is to recommend counseling with the Human Resources Consultant. The benefits of this are:

1. To encourage employee accountability
2. Protecting the company against liability
3. Reinforce the organization’s core values and mission statement.

**Conclusion**

Adopting these recommendations would be a huge benefit to our company to prevent workplace violence and thus allow us to grow our company further without any incidents.

Mr. Masters is offering another Office Vita Conference in the spring on March 8th, please notify me if you would like for me to continue my research on this important subject.