**Group Members:**

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July 12, 2023

Mike Anderson

Learning Lucrative Inc.

439 University Ave,

Toronto, ON

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Dear Mike Anderson,

**Re:** Proposal for Workshops on Cultural Adaptation and Effective Communication for Russian Team.

I am excited to present this proposal for a series of communication workshops aimed at facilitating effective communication and promoting cultural adaptation between our company's employees and their counterparts in Russia. As our company plans to outsource a part of the business to Russia, it is crucial to ensure that our employees can communicate effectively and adapt to the cultural differences between the two workplaces. These workshops will address various topics, including phone etiquette, meeting etiquette, delivering bad news, setting deadlines, and handling conflict.

After careful consideration, I have chosen Russia as the target country for our research and proposed workshops. The cultural and language differences in Russia present unique challenges that require our employees to be equipped with the necessary skills to communicate effectively and adapt to the cultural nuances of their new colleagues. The proposed workshops will provide practical training and guidance to ensure seamless communication and collaboration between our teams.

**Russia Workshop Proposal:**

**Workshop Title:** "Effective Communication and Cultural Adaptation in Russia."

**Workshop Objectives:**

a) Develop an understanding of Russia's cultural norms, values, and communication styles.

b) Enhance verbal and non-verbal communication skills to facilitate effective communication with colleagues from Russia.

c) Promote cultural sensitivity and adaptability when working in cross-cultural environments.

d) Provide practical strategies for handling cultural differences in various workplace scenarios.

e) Foster positive relationships and teamwork between employees from different cultural backgrounds.

**Proposed Workshop Topics:**

a) Cultural Orientation: An overview of Russia's culture, customs, and social etiquette.

b) Verbal and Non-Verbal Communication: Understanding the nuances of language, tone, and body language in Russia.

c) Phone and Email Etiquette: Best practices for effective and professional communication via phone and email.

d) Meeting Protocol: Guidelines for participating in meetings, addressing superiors, and expressing opinions.

e) Delivering Difficult Messages: Techniques for delivering bad news or critical feedback sensitively and constructively.

f) Setting Deadlines and Expectations: Understanding Russia's approach to deadlines and managing expectations.

g) Conflict Resolution: Strategies for resolving conflicts and managing disagreements in a culturally appropriate manner.

**Workshop Format:**

a) Interactive Sessions: Engaging workshops combining presentations, group discussions, role plays, and case studies.

b) Experienced Facilitators: Engaging experts in cross-cultural communication and Russia's business culture.

c) Customization: Tailoring workshop content to address specific challenges and scenarios our employees may encounter.

d) Pre- and Post-Assessments: Evaluating participants' learning progress and identifying areas for further improvement.

**Workshop Duration and Schedule:**

The proposed workshop series will consist of two days every week over a four-month period. This duration will allow participants to absorb the knowledge and skills gradually while minimizing disruption to their daily work responsibilities.

**Budget:**

**The estimated budget for this project is as follows:**

Workshop Facilitation and Materials: $5,500

Venue Rental (if applicable): $1,200

Administration and Logistics: $4,000

Total Budget: $10,700

**Authorization:**

This project proposal has been authorized by the Learning Lucrative Inc. The project team will be responsible for executing the proposed activities, managing the budget, and ensuring timely completion of the project objectives. The authorized signatory for this project is Johnson Christian [Owner].

I believe that by investing in these workshops, we will equip our employees with the necessary skills to effectively communicate and adapt to the cultural differences in Russia. This, in turn, will foster stronger relationships, enhance productivity, and contribute to the success of our outsourcing venture. Thank you for considering this proposal. Should you require any further information or have any questions, please do not hesitate to reach out to me. I look forward to your positive response.

Yours sincerely,

Neron Parmar

Event Manager

Learning Lucrative Inc.