

Title: Proposal to organise a team-building event to resolve team-spirit problems

(unsolicited, external)

Purpose: To resolve problems (FYI only. This is not required.)

1.0 Introduction

We, JJ Event Company, are pleased to submit our proposal to your organisation to propose a team-building event to resolve the problem of a lack of team spirit at the workplace. We heard about your factory from a mutual business acquaintance, Mr Thomas Lee of Gladwell Sdn. Bhd. He mentioned that there is a lack of team spirit among your staff and you are looking into resolving the problem as soon as possible. We believe that our team-building event would be able to help you resolve your problem. We have been running team-building events for 20 years. We have organised events for renowned institutions such as Uniklo and Intratel. Our niche is that we design and create programmes to cater to the needs of our clients usually below their budget. In this proposal, we include our plan, schedule, staffing, budget and authorisation.

2.0 Problem and Solution

We understand that supervisors in the different departments in your garment factory do not always cooperate with one another. As a result, there are often conflicts resulting in work done wrongly and not on time. This causes loss of time and money. We also understand that due to the pandemic years, budget is a consideration.

However, we are pleased to inform you that our team will be able to provide a solution by organising a team-building event to foster team spirit among the supervisors at a reasonable cost. We have come up with a two-day event which is fun for your 20 supervisors and which will create not only an awareness of the importance of team spirit but also helping them to put their knowledge into practice.

This plan will help to foster team spirit among your supervisors, and also create happier employees.

3.0 Plan

In order to set up our two-day plan for your factory, we propose the following:

3.1 Supervisors' Day

We propose holding a Supervisors' Day on the first day of the event to foster closer ties among the supervisors. It is easier for team spirit to take place when the supervisors have a good relationship among themselves.

(a) Venue

We propose holding Supervisors' Day at Goody Beach Resort as it has a beach front that is suitable for the activities and a small hall for performances. The location of the hotel is also nearby the location of your factory which would be convenient for your employees. This would also help you to save money on accommodation.

(b) Programme

We propose the following programme for Supervisors' Day:

Supervisors' Day programme	
Time	Activity
9.00am -10.00am	Breakfast at resort
10.00am – 1.00pm	Team-building games
1.00pm – 2.00pm	Lunch
2.00pm – 5.00pm	Performance by supervisors
5.00pm	Prize-giving

The day will start off with a buffet breakfast at the resort. This will be followed by team-building games which will be held on the beach. The team-building games will consist of *Building the Tallest Sand Building*, *Do You Know Me* and *Guess What I Am Drawing*. These games require team work and are fun. They are also budget-friendly as they do not require expensive game materials.

After lunch at 2.00pm, the supervisors will be required to come up with some performances. We will use the resort's hall for this purpose. The supervisors will be divided into four groups. Each team will consist of supervisors from different departments to give them an opportunity to work together. Each team will be required to give a performance of any kind. This will further create team spirit and close ties.

The best performing group will be awarded a prize. This will encourage them to put in their best effort. We suggest giving them Goody Beach Resort dinner vouchers as we will be able to get a good discount for them.

(c) Facilitator

The facilitator of Supervisors' Day will be Ms Kuldeep Kaur. We have been engaging her services for all our events in the past ten years. Our clients have given rave reviews about her.

3.2 Talk on team spirit

For the second day of the event, we propose holding a motivational two-hour talk from 10.00am to 12.00 noon on the importance of team spirit. In this talk, the participants will also listen to real-life stories to help them relate to the topic. In order to save costs, we propose to hold the talk in your conference room.

Mr John Tan, who is a certified motivational speaker from Training Corps, will conduct the talk. Mr Tan has given talks to large corporations such as TelcoPhone and VivoTech.

3.3 Sharing session

We also propose holding a sharing session after a simple packed lunch of *nasi lemak*, to be facilitated by Mr John Tan, at your conference room from 2.00pm to 4.00pm. It is important for the participants to understand their colleagues' perspective that causes them not to be cooperative in their work. As such, a sharing session whereby they talk openly about their job responsibilities and the challenges they face at work would be helpful.

After having attended the Supervisors' Day, the participants should have already formed a closer tie and would probably be willing to open up. When the supervisors understand their peers' job tasks and challenges, they would be more understanding and more willing to cooperate.

3.4 Case-study session

In order to help the participants apply what they have learnt, we propose holding a case-study session after the sharing session whereby the participants share real work experiences in the past that have caused them to fail to work effectively as a team. Mr John Tan will then guide them through step-by-step to analyse what went wrong and to ask them what actions that they could have taken. This would give them the opportunity to apply what they have learnt.

By analysing real-life work challenges, and learning from their mistakes, the participants would be better equipped to handle their job and learn to work as a team effectively.

3.5 Summary of event

We present a summary of the two-day event below for your convenience:

Day 1	Time	Facilitator
Supervisors' Day	9.00pm – 5.00pm	Ms Kuldeep Kaur
Day 2	Time	Facilitator
Talk on team spirit	10.00am – 12.00noon	Mr John Tan
Sharing session	2.00pm – 4.00pm	
Case-study session	4.00pm – 5.00pm	

3.6 Follow-up consultation

We believe in providing continuous support to our clients. As such, we provide free follow-up consultation for one month after the team-building event. This means you may contact us within the one-month period to receive free advice from Mr John Tan should you encounter any difficulty related to team spirit among your supervisors.

3.7 Schedule

The schedule for carrying out the proposal is as follows:

Schedule	Date
1. Book venue (Goody Beach Resort)	29 April 20XX
2. Make reservations for breakfast and lunch at Goody Beach Resort	29 April 20XX
3. Book resort hall	29 April 20XX
4. Book Ms Kuldeep Kaur	4 May 20XX
5. Book Mr John Tan	4 May 20XX
6. Order <i>nasi lemak</i> packed lunch	5 May 20XX

4.0 Staffing

Our company has been organising team events for 20 years for clients locally and overseas. We are known for our ability to organise events that suit our clients' budget. In year 2018, we

won The Best Event Company Award for our ability to organise quality events at a low cost. Our clients include Uniklo and Intratel.

This project will be headed by Ms Siti Aishah who has had invaluable experience in this field for more than 20 years. She was a consultant with Malla Group Event prior to her position with us. She is the recipient of the Great Minds Event Award, Singapore in 2010.

She will be assisted by an organising team made up of four people. All of them have vast experience in organising team events.

5.0 Budget

The budget for our proposal is as follows:

Item	Quantity	Per unit (RM)	Total (RM)
Breakfast at Goody Beach Resort	21 pax	RM20.00	RM420.00
Rental of flip chart and marker pen for team-building games	1 flip chart, 1 pen	RM20.00	RM20.00
Lunch at Goody Beach Resort	21 pax	RM40.00	RM840.00
Resort hall rental	1	RM200.00	RM200.00
Prize for best performance (dinner vouchers at Goody Beach Resort)	4 vouchers	RM50.00	RM200.00
Fee for Ms Kuldeep Kaur	-	RM150.00	RM150.00
Fee for Mr John Tan	-	RM300.00	RM300.00
Nasi lemak	21 packets	RM5.00	RM105.00
Event management fee	-	RM500.00	RM500.00
Follow-up consultation	One month	Free	RM0
TOTAL			RM2735.00

6.0 Authorisation

We strongly believe that our proposal will be able to resolve the problem of lack of team spirit among your supervisors. We can promise that your supervisors will be more unified in their work, hence reducing conflicts. We believe that this will reduce mistakes at work and help the supervisors to meet deadlines. They will also be happier employees and this will help to increase productivity. If you think that our proposal is viable and would like to accept it, please sign the duplicate copy and send it to us by 30th March 20XX, so that we can proceed to the next step.

(1493 words)