

Putri Yasmina Rahma Z / C30109190085

MBC 502 Assignment

Draft

Part A

Question 1

Informal Proposal

To : Head of Human Resource Department

From : Putri Yasmina, staff of Human Resource Department

Date : 1st November 2022

Re :

I am proposing to hold a gathering event for human resource department staff and employees of Nestle company in the hope that the event can strengthen the relationship between employees.

The submission is based on several reports from departmental observations and several quarters, claiming that there seems to be a gap in the work process that originated from the internal conflicts between staff and employees, especially those from different nationalities.

Based on the problem statements, we suggest organizing a private gathering event among our team and staff as an event to get to know each other and strengthen cooperative relationships between co-workers. A gathering event that involves outdoor activities and requires teamwork and body movement can be an option.

According to a survey of most of our employees who live in Jakarta, the most affordable out-bounding place and have an atmosphere that supports outdoor activities is Bogor. Some possible activities for gathering events in Bogor are camping, out-bounding, or hiking because the Bogor area has many mountains.

The event planner should be announced a week before the day so that staff can prepare equipment and needs during the event. For transportation, we recommend

renting a mini elf to accommodate all employees. And the last addition, to avoid interfering with the necessary weekly agendas, the event will be held on weekends.

In short, we are asking for your consideration to hold an outing event for human resource department staff and employees of Nestle company to foster unity and collaboration among staff members. Thank you for your attention and consideration. I am looking forward to your feedback.

Question 2

Selecting Communication Channels

Suggest the best communication channels for the following circumstances.

1. The most suitable channel to overcome this situation is a group chat of ten employees who will become team members because a team project usually communicates via group chat to share information quickly and anytime.
2. Communication media in the form of a proposal is an appropriate channel to overcome this situation. A proposal can be in either form of a soft file or a hard file, so it is easy to use as presentation material. Besides providing an overview and outline of the program, it can also explain the requirements and targets in detail.
3. You want to send price quotes for several of your products in response to a request from a potential customer in London: Request from the customer is the feedback that can be a crucial point for the growth of the company. Hence, face-to-face group meeting is necessary to discuss and make a decision from customer's feedback.
4. Face-to-face communication is the most appropriate communication medium in this situation because all warnings and reprimands are better delivered directly and privately to the person concerned.

Part B

Question 1

Warning Email for Poor Performance

Cc: Manager of Sporting Equipment Department

Subject Line: Legal Notice of your Work Performance

Body:

13 November 2022

Dear Rihanna Zanzazi,

This letter informs you that unless your performance improves drastically, we will be forced to terminate your services.

We acknowledge and appreciate your loyal contribution towards our company since two years ago. With your credibility in serving customers and your passion and knowledge in the world of sports, your contribution to our business is invaluable. However, we get several reports from our clients that you are not paying attention and being attentive when communicating with them. In detail, you have not answered retailers' voicemail messages for several days, confusing emails that require two or three rounds of clarification, and reports that are hopelessly thrown together.

We have concluded that your attitude towards our retailers does not meet our requirements since they are the vital to the survival of the company. The company need to pay loss if this continues for much longer. As an employee who is most involved with the retailers, we hope that you can fix your attitudes and improve your performance as soon as possible.

I look forward to your success with the corrective action plan.

Regards,

Putri Yasmina

Question 2

Date and time of meeting:

Names of the participants:

Purpose of the meeting:

Agenda items and topics to be discussed:

Action items:

Next meeting date and place:

Documents to be included in the meeting report: