

MEMORANDUM

To: All Managers

From: General Manager

Cc: Supervisors

Date: 07/15/2020

Subject: Establishing Effective Interrelationships at the Workplace

Running an organization is one of the most demanding jobs across all sectors because it requires leadership that utilizes available resources. In an organization, some aspects are considered important than others, and sometimes other factors may lag, thus dragging the general progress.

Primarily, there are two types of resources, financial and human. Emphasis is always put on financial resources, and sometimes the management fails to cater to the needs of the human resource. Another aspect may be the company prioritizing the customers or the target market and completely abandoning the workforce. While a company or organization may have systems and policies that govern it, the human resource must be treated with importance if substantial growth is to be realized. Over the past two decades, companies have realized the importance of human resources and formulated leadership and management classes that help monitor the progress of the human resource and ensure they are satisfied with their professional positions. In this study, all workers should be treated equally and fairly regardless of their positions. Having a biased approach in the fulfilling of mandates will create dissent among the workers and the management, and the effects may be detrimental in the short or long run. The human resource is a very delicate variable in the organization, and a harmonious balance must be achieved to maintain and motivate it. Among companies, human resources are expected to increase their

Commented [ES1]: This needs to be specific. Mention names.

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Commented [ES3]: Set this up in the same format (with headers) as the template attached to the assignment. What you've got here doesn't address the areas required by the WA3 memo. Please return to the assignment and organize the sections properly, focus on responding to each section fully and keep the focus on the purpose of the memo: Goal: you are persuading a decision-maker or group of decisionmakers to authorize you to begin conducting this research that will end up in your final report.

Goal is to request permission to conduct research on the issue NOT to actually write the paper solving the problem

On top of being off the mark with the assignment, this is far too general. You are to be writing about a specific situation at a specific company with a specific person as your target audience.

efficiency and productivity, and there are ways to achieve this fete. While the workers should have some form of autonomy in the system. This privilege should not be overstepped or taken for granted, in case the whole system crumbles. A precise system of accountability must be enforced to ensure that people are held responsible for their actions or inactions.

Managers should be very particular with how they handle the rest of the workforce. They are supposed to set the tone of the working environment, and this function is primarily done by leading by example. An apt manager should learn how to plan and utilize both financial and human resources. Emphasizing the financial resource may leave the human resource under-motivated, and the long-term effects may be the misuse of human resources. Before releasing resources to human resources, it is important to train and detail the company's expectations. This factor can only be achieved through constant communication between the tiers of workers. In this case, the communication must be two way so that people feel motivated to work. As the management enforces the orders and propositions of the organization directors, they must also interact with the workers to ensure they understand the expected outcomes. This form of communication should also accommodate the proposals of workers and include them in the system. When workers are treated this way, then they feel a sense of respect and their productivity spikes. They must feel part of the system, and the relationship should be symbiotic. Some of the management's actions to spark this environment include setting up regular worker's meetings where people are allowed to speak freely. The session must be open, and the management should be present and actively participate in the process. In cases where the workers are afraid or shy to air their opinions, the management can create suggestion boxes where people can write anonymously to the management. Regardless of the communication

channel, people need to see that their suggestions are being implemented to motivate their participation.

Employee satisfaction is another factor that must be prioritized, and the ultimate way to gauge it is by surveying how the workers feel about the organization or the company. Simple questionnaires can be developed where the workers can answer unanimously. This approach helps the management collect data that will aid in the decision-making process on whether to change the management tactics completely or adjust them slightly. The next step should be creating a scorecard where the outcomes are clear, and people have the autonomy to perform their mandates. This scorecard must be created with all the stakeholders, and they must have roles that lead to the organization's general progress. The management can create milestones to mark the progress and be aware of the derailment of the main outcomes. Everyone needs to feel part of the system, and there must not be bias in the accountability process performed by the management. In all organizations, there are exist people in different age groups and varied experiences. While the most experienced people, who are usually older, are priceless, the young generation should not feel alienated by the system. The organization can implement mentorship programs where the young generation is trained and mentored by the older experienced workforce. Alienating them leads to job dissatisfaction and increases employee turnover. The sustainability of the company is hence reduced, and the remaining workforce becomes overworked. The detrimental effects are cyclic, and they may occur over a long timeframe. Failing to address them on time may lead to the collapse of an organization or company.