

The Task: Research and analyse the work conditions, considerations, and infrastructure available in your IBP country.

****** You will need to include a bibliography for your research -
MLA******

In your IBP country, you will conduct business in the airport or a hotel, or you may even set up an office in this country. Here are some of the things you will need to consider before you go.

- ***airport and airline facilities***
- ***business hotels***
- ***office space***
- ***human resources***
- ***recent changes in the political, economic, or cultural life of your country***

Step 1: Mobile Workplace Analysis - Gather illustrations and descriptions of the work area facilities provided in airports, airlines, and hotels. Include rates, brochures, or Web sites.

Step 2: Office Workplace Analysis - Using the Internet or a newspaper from your country:

- ***Describe three possible office spaces currently available.***
- ***Include the rent in Canadian dollars.***
- ***List the equipment, supplies, phone lines, and other tools you would need to get connected.***

Step 3: Human Resource Analysis - Check the classified advertisements or Internet job-search sites to obtain an example of:

- An ad for an office worker such as a receptionist, executive assistant, or office manager.

- As well as a job description, the ad could include salary offered, educational background, and skill level required.

Step 4: Analysis of Major Changes - List recent changes in this country that may have an impact on business relationships there; for example, significant currency fluctuation or a change in government.