Raekisha Masslieno:

Dr. Annette West:

HRM 562:

April 30, 2018:

 Memorandum

 **Memo**

**To:** Chief Executive Officer (CEO)

**From:** Vice President of Human Resource

**Date:**

**Subject:** Discovered issues

Following a series of investigations that have been carried out, a number of issues have been identified to be behind the organization’s malfunctions in certain aspects. One of the issues identified is a problem that comes with the interpretation of the goals that have been set by the organization. Lack of understanding in this aspect is set to cause confusion within the ranks of the organization. Secondly, the complex nature of the training system has also been pointed out as a possible cause of the malfunction. Thirdly, the lack of teamwork among the employees as well as failure to understand its importance and value presents an issue with regards to the best interests of the organization. For the organization to develop and serve the proper functions that it is set out to achieve, these issues must be addressed in order to set up the stage for a better and prosperous future.

The offline/external (OLM)s presents the perfect answer to addressing the issues that surround the learning system of the organization. My choice for this criterion is centered on the fact it is offered by individuals who are well trained and possess the required skills when it comes matters of a similar nature. The other advantage that this system presents to the organization is the full-time availability of the experts to offer their advice in matters relating to the process. This will not only be beneficial to the organization but the staff members as well. Using OLM will play a crucial role in the organization having employees who are properly trained as well as improving the process of learning.

Trust is one of the pillars of success for any organization. As a result of this, the management must create an atmosphere of trust, which will go a long way in creating an environment of psychological safety. One of the ways that this can be achieved is through involving the employees in the process of decision making. Incorporating their views in matters of importance will create an atmosphere for them to embrace their role in promoting the success and growth of the organization. Applying this strategy will equally make them embrace their mistakes and show the willingness to learn from them. The employees should also be made to understand the value of demonstrating accountability and integrity while attending to their duties. Through embracing these two qualities they will facilitate an environment where trust between them and the management can be established.

It is my hope that you will agree with the above-stated proposals as we establish a cohesive plan in raising the standards of the organization and propelling it further to an enviable position.

Warm regards,

Raekisha Masslieno