

This study aims to promote a better working relationship among employees, hence e...

[Business](#), [Management](#)



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Executive Summary

This is in inline with the incident that Jarrod experienced on a regular day in the office. He was ready to work as usual when he noticed that that there was oil that was tipped over his chair which somehow ruined his day. As an initial reaction, Jarrod was upset and thought that there is something that needs to be corrected in regards with the workplace that he works in and within the team that he leads. This misconduct happened when one day; he found out that five mechanics tried to knock off half an hour earlier than they should, which gave him this thought to propose a corrective action. He thought of a better workplace relationship with his team must be imposed in a manner of preparing a report for his manager, Fred Schultz. The report that he prepared for Fred also raises his concern about the incident and it also includes proposals on how to establish a better and effective workplace relationship for his team. He prepared a report and proposal indicating his intensions and ideas on he can have a better professional relationship with

his colleagues which will help him achieve his goals. Jarrod wanted to make everything in writing to have the improvement done accordingly with his manager's help. Jarrod explained how the incident started and how it can be corrected and improved. He gave his this idea that a person who works in the office should be motivated in a way that he will not be pressured which may lead to insubordination of his team. He proposed some work related activity that will help and make his colleagues be more effective and at the same time be more professional. One of Jarrod's goals aside from having a better and effective workplace is to have his team work productively so that he can achieve his goals for the betterment of his team and of the organization as a whole. Everything that he thought that will help with his organization's workplace was all included in his proposal for his manager, Fred.

Introduction

This essay is about Jarrod's experience in his workplace. He leads a team of mechanics at A1 Automotive and introduced the idea of specifying the details of each task of his team members along with start and targeted completion date. Oil was tipped over his office chair suspecting that this has been done by his team members who were then his loyal employees. He thought that there is something that needs to be corrected through proposal for his manager. The proposal will be for establishing effective workplace relationships for all employees, hence help the overall goals of the organization. This essay will include how Jarrod wrote the proposal in helping out the effectiveness of his workplace relationships, and to achieve his goals

and motivate his team members. This essay will be written in a form of businesslike report about the incident and his proposals which will include the ideas and suggestions to be set as guidelines by the employees. Jarrod's goals in his report is to help his co employees to adopt the better workplace relationships that would eliminate such incident that he experienced, hence reducing non-work related activities that will not help each employee in achieving their goals. The information that Jarrod indicated in his report will show how a workplace can be as effective as the employees can complete targeted tasks in a given time.

Organizational and team background

A1 Automotive Limited is an automotive recycling company that sells used vehicle parts to damaged vehicles which can be used to salvage another car unit. A wide variety of car brands and make as well as the model year are available in A1's well-maintained 20 acre site and 18, 000 sq. feet warehouse which contains more than 1000 vehicles and well as more than 100, 000 vehicle parts respectively. They provide services and parts for more than seventy car makes and models, which give their customers the more options for their vehicle along with 90-day installation warranty which is available on most products, from AC compressor clutch to transmission harness wire, they all have it.

We belong to a team of vehicle mechanics whose tasks are on the servicing and repair of all aspects of motor vehicle, performing precautionary and regenerative work on the engine, electrics, braking system, equipment, fuel pump, exhaust system, safety measures and air conditioner. We also carry

out the routine servicing of automobiles, suggesting customers on the condition of their vehicle and test new automobiles for technical mechanical mistakes.

Organizational and team goals

The suitable organizational goals that I can see for the company and for my team are being more productive in a way that the will be more than satisfied with the products that they purchased, even the smallest expectation should be exceeded by making sure that the parts are cleaned and tested before sale. For our mechanics team, we have to ensure that quality services must be provided to our customers and help the organization in achieving its goals which aims to increase the efficiency of our product that needs to be passed to customers through better service and lower price.

Strategies for improvement

- Accepting that a problem exists

I realized that some of my team members are not aware nor accepting the fact that there is a problem within our team. Being not unaware or not accepting the problem may lead it to worse and by accepting that a problem exists can be a key to resolving it outright.

There are team members who are not in favor of new ideas of their leader or manager. This can be as minor if it is not raised to his supervisor immediately. If an employee is not in favor of rules, regulations, or implementation of new ideas being presented by their direct supervisor, chances are productivity might be affected in return as well as the motivation of the employee.

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- Proposing strategies to solve the problem

I have some proposals that may help in solving the identified problems present within our team. Mainly each everyone in our team should be aware and accept what the problem is. Once the problem has been identified, we have to do our part if not a specific group who will focus in resolving the identified problem. Analyzing the cause of the problem is essential in creating the right solutions. Anticipating the possible outcome if the problem will not be resolved in a given time should also be included in the process of resolving it. Gathering information from people involved would help the process to identify what the problem is, why the problem is happening, when it started to happen, and in which part of the rules has been violated. Pieces of evidence of the problem can also be used as an additional data to in tracing especially how and why the problem occurred.

In my case, if my team already included these kinds strategies in solving a problem may eliminate or not determine the person who was responsible in committing such mistakes and can also monitor the productivity output of each team member.

- Taking ownership of the problem and the remedial strategies

Setting a time frame in resolving the identified problem should be initiated by the manager himself. This is to set the priorities which need to be resolved first depending on the problem's impact to the team or to the organization as a whole. The manager will play a big role in the execution of the resolutions of the problem. Taking the ownership of the problem is also essential for it will exercise the sense of responsibility of an employee. It

does not mean that the problem of one employee is not the problem of the other. In a team, everyone shares everything including the problem for it will affect everyone in the group. Initiation will come from the manager and team leader, and the responsibilities and tasks may be distributed among the team member in achieving the resolution necessary for the problem.

Strategies can be specifically as the manager or person in-charge will lead the investigation. For example, the manager will create the step-by-step strategies of the resolutions and each step and level of process will be given as a task to a specific person. Each person or employee will do their part and once done, the gathered information will be submitted to the manager to analyze the final execution of the resolution. The manager should also set a time frame for his team leader when the given task should be completed which will then set to each team member when the given task should be completed. In that case the workplace relationships among the employees will be well-established and some employees may not have to think about participating in other non-work related activity. This proposal of how a problem may be resolved was not present by the time that the incident involving putting of oil on my chair. If this kind of problem solving process was already in practice beforehand, the person who was responsible may think twice or maybe well focused enough with other tasks.

- Implementation

The proposal may be considered by various persons in-charge of implementing the rules and regulations including the manager. After series of reviews, and analyzing the possible effects to the team and to the organization as a whole, this proposal can be distributed in a manner of

informing the people within the team to provide their feedback if there is a need of revising the proposal to make it worth implementing. After the final review, I suggest that the implementation must be executed as soon as possible to prevent further incidents like what I have experienced, and besides, looking at the positive effect of this proposal will help the organization solve the unrecognized problem and accept the fact that it exists so it can be solved right away.

- Action Plan

- Monitoring/Evaluating

The success and otherwise of this plan included in my proposal can be monitored through comparing the productivity of my team members, that can be part of my tasks. I am going to make sure that this proposal that I have will be successful enough to establish the ideal workplace relationship that can be beneficial not only for me, but for the whole team. I will also check my colleagues' work status from week after week and compare their productivity in a monthly basis to see if there some things that need to be taken care of which will show on their monthly performance record.

- Recommendation

My recommendation in line with my proposal is to have a random checking for each team in regards of how they are while working, so that the management can get an input directly from the employees. In addition the management team will have the real time productivity results of the employees, hence giving them the opportunity to give the real time problems that they might be going through with their job within the team. By knowing what the specific employee feels professionally will help him lessen

the burden that he carries with his everyday life in the office. Another thing is by having this strategies included in this proposal will not just help resolve the current problem of the employee or the team, but to identify potential hazards that may occur along the process.

Conclusion

In every workplace, employees have different personalities and characters that need to be inline with their line work. Having a good workplace relationship is necessary so that an employee can be productive enough to achieve his goals. I believe that this proposal is needed in my team to lessen the hidden problems that are present in our team and to eliminate such incidents of non-work related activities that may embarrassed or lead the problem into another one. Employees should be aware of what they really need to work harmoniously; they should be diligent enough to identify what are needed to improve for their own sake and for the organization's sake as well. Having an established workplace relationship will indeed help the organization as a whole.