

Free business plan on regional manager memo

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



Regional Manager Memo

1. My audience and I belong to the Information Technology of a multinational organization. We are a team of approximately 20 staff.

2. My audience and I are alike and also different in various ways. We share knowledge on matters of information technology. We share the same floor of the organization's building because we perform the same tasks. We may also share similar work experience because we work in the same organization. However, we may be different in circumstances because I am the manager of the IT department and this places my audience below me. Moreover, we may also be different in terms of salary because we don't hold the same positions in the organization. This may have made my audience to have a different attitude with me towards the organization.

3. Ko and Mei which means "together" and "change" are important communication styles in writing a memo to address the given scenario. They will help to ensure a proper communication of the expected change by making sure that each of the IT staff feels connected to the situation (Dennis, 2004). The Ko will help to show in the memo that I as a manager and the other staff are together in the issue. On the other hand, the mei will help me to communicate the change which includes the expected organization changes which may lead to the laying off of the IT staff (Dennis, 2004).

4. The Open Area is the quadrant in the corporate communication grid which is most relevant for writing this memo. It is more relevant for writing the memo because it will help to enhance good communication which is free from confusion (Dennis, 2004).

5. The given memo is not appropriate for the scenario described because it

does not pass the message to the audience in the right way. First, the manager of the IT team has disassociated himself with the community he is addressing. For example, he tells the group that they were not performing while he himself did everything that could have saved their employments. He does not state the right reason as to why the company has decided to layoff the IT workers and instead he blames the workers of performing poorly. In addition, the manager does not consider the Mei when writing this memo and this is why he emphasizes on the security he has for his job because he is a manager (Dennis, 2004). He should have showed his colleagues that they are all part of the affected department but not to tell them that he is sure that they will automatically be laid off. Moreover, the manager should have considered the mei factor of communication which could have enabled him to tell his colleagues about the expected change in the organization. This memo is thus not clear to the IT staff because it does not clearly specify the cause of the layoff and may lead to confusion (Dennis, 2004). It should have communicated a good purpose but it doesn't show any self-realization among the audience. In this connection, this memo is not appropriate for the given situation.

6. Memo

Following the recent changes in the economic environment, our organization wishes to outsource the IT function to a company in Japan. This will help the firm to allocate more of its resources on its core competencies. Due to this change, it is possible to have layoffs in our department in the next few months. We are thus needed to prepare for the coming changes. Let us understand the reasons behind the possible layoffs and cooperate in every

change that is going to involve our department. We can also contact the Human Resource Department for questions regarding the expected Changes.

Regards

Reference:

Dennis K. (2004). *Manage Your Writing*. Indianapolis: McGraw-Hill.