

# **“TEAM MANAGEMENT SKILL”**

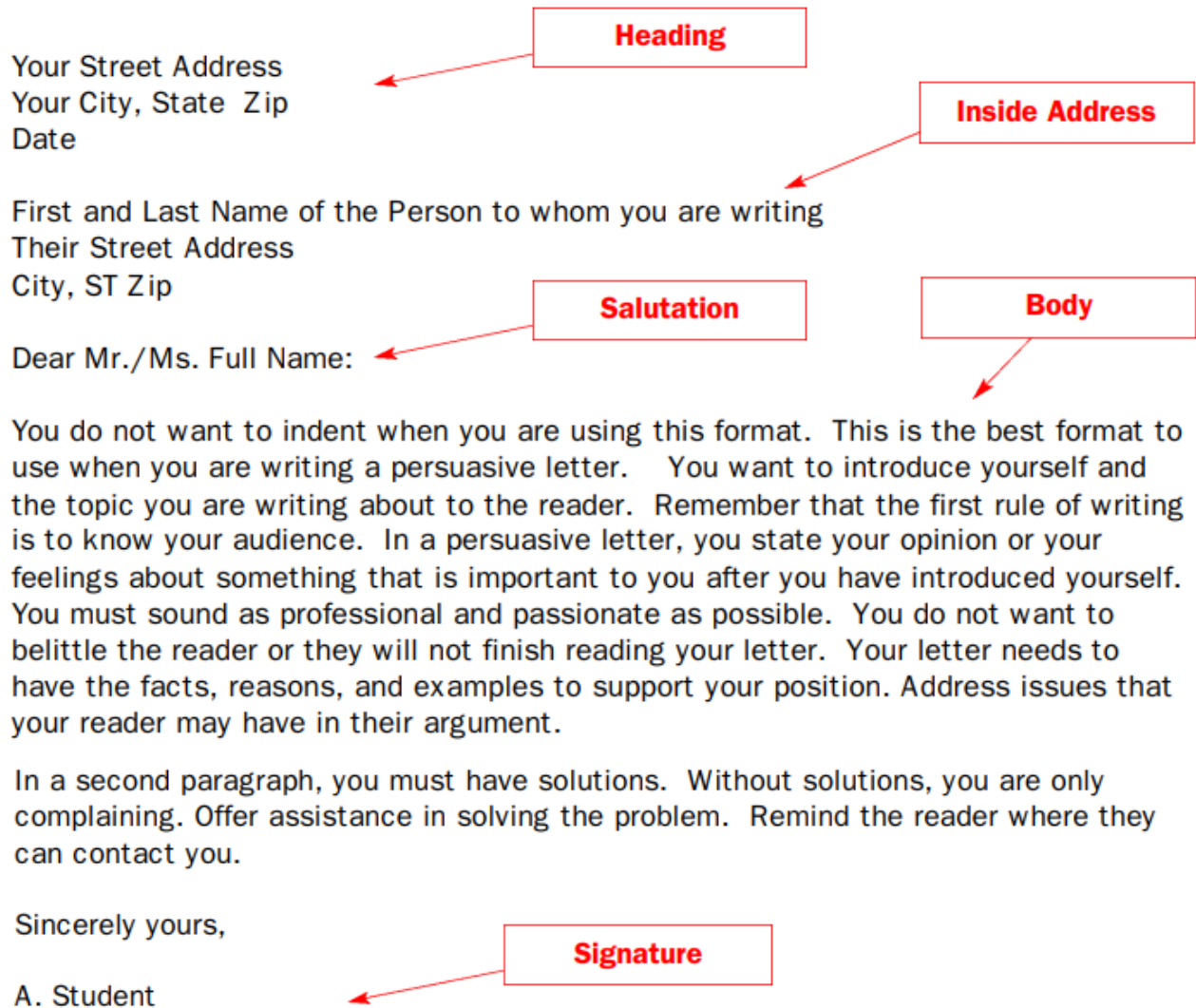
## **Lecture13.**

**practice on Applying Team Leading Skills**

**Lecturer: Daniel HABİYAMBERE**

This practice will make all the students confident in skills needed in team leading as well as professional documents in workplace leadership and team leadership. All student all requested to work on this samples and formats of multiple documents and make their own accordingly.

## Business Letter Format



## **SAMPLE APPLICATION LETTER**

2340 University Avenue  
Green Bay, WI 54311

September 22, 2021

Jacqueline C. James  
Program Director  
Fox Valley Autism Center  
309 De Witt Street  
Appleton, WI 54911

Dear Ms. James:

After reading the Family Advocate listing available with Fox Valley Autism Center on the Career Services' Phoenix Recruitment Online, I have become quite interested in this position. A senior at the University of Wisconsin-Green Bay, I will complete my bachelor's degree in Human Development in May 2022. The prospect of joining your staff in this role would be a welcome and exciting challenge.

Over the past semester, I have had the opportunity to participate in an internship with the Wisconsin Early Autism Project. This involved working one-on-one with autistic children on cognitive and behavioral issues and participating in staff meetings to review therapy plans. Through this experience, I have demonstrated the ability to work independently as well as become a valued team member. In addition to my internship, my communication and leadership skills have been cultivated through my extracurricular involvement and conducting class group projects and presentations. Through this combination of skills and experience, I am confident that I could be an asset to your staff in the Family Advocate position.

My resume is enclosed for your review. If you have questions or wish to arrange an interview, I may be reached at (+250) 7090 636 856 Thank you for your time and consideration.

Sincerely,

*Lisa J. Hall*

Lisa J.Hall

Enclosure: Resume

## **FORMAT FOR DETAILED PROJECT REPORT**

1. Executive Summary
2. Background
  - 2.1. Sector Background
  - 2.2. Project Background
  - 2.3. Promoter's Background
3. Land /Shed Details & Logistics
  - 3.1. Nature of the Land
  - 3.2. Requirement of Land Area
  - 3.3. Ownership of the Land
  - 3.4. Present Status of Land
  - 3.5. Location of Land
4. Procurement Strategy of Raw Material & Other Inputs
  - 4.1. Raw Material Availability
  - 4.2. Sources of Procurement
  - 4.3. Process of Procurement
5. Techno-Commercial Viability Assessment
  - 5.1. Technology to be Used
  - 5.2. Possible Source of Equipments / Machine Suppliers
  - 5.3. Capacity & Production
  - 5.4. Pollution Control (Please provide the details precisely)
    - 5.4.1. Amount of Generation of Pollution / Wastage
    - 5.4.2. Mode of Waste Disposal
    - 5.4.3. Machines to be installed for adhering to pollution norms
6. Process Flow Diagram
  - 6.1. Machine Layout Plan
  - 6.2. Process Flow Table

## 7. Infrastructure Source

7.1. Power

7.2. Water

7.3. Manpower

## 8. Marketing Strategy

8.1. Market Opportunities

8.2. Approach

## 9. SWOT Analysis

## 10. Financial Analysis

10.1. Cost Estimates

10.2. Working Capital Requirement

10.3. Revenue Projections

10.4. Fund Flow Statement

10.5. Financial Ratios

10.6. Break Even

10.7. Term Loan

10.8. Internal Rate of Return

## 11. Investment Details

11.1. Equity Contribution & Source

11.2. Debt Contribution, Source & Cost of Debt

11.3. Total Fixed Capital

11.4. Net Worth of the Company

11.5. Appraisal Letter from Bank or Lending Institution

# **FORMAT OF THE PROJECT REPORT**

## **CONTENTS:**

List of Tables

List of Figures

Nominal definitions

## **Chapter I. INTRODUCTION.**

A. Broad introduction to thesis topic and method. Page or two.

B. Statement of the Problem and Justification of study

C. Need for the research. Who will be benefited? Discuss applied and scientific contributions.

D. Aims and Objective of the study

E. Review of Literature

## **Chapter II: METHODOLOGY**

A. Selection of Variables

B. Data sources

C. Sampling

D. Statistical Tools

E. Scope of the study

## **Chapter III: ORGANIZATION OF THE STUDY AND DESCRIPTION**

## **Chapter IV: ANALYSIS AND INTERPRETATION ABOUT THE TOPICS**

## **Chapter V: FINDINGS.**

A. Brief overview.

B. Results of application of method.

C. Descriptive analysis.

D. Validity/reliability analysis.

## **Chapter VI. CONCLUSION.**

A. Summary of entire thesis in a few pages.

B. Conclusions.

C. Implications. Speculate about broadest possible consequences, both theoretical and practical. Label speculation clearly.

D. Limitations. Theory, method.

E. Suggestions for future research.

- APPENDICES.
- Questionnaire
- BIBLIOGRAPHY.

## **SAMPLE MEMO**

**Date:**

**To:** All Staff

**From:** Company Executive

**Subject:** Employee Commute Options Survey

We are conducting a commuting survey this week among all employees. The purpose of the survey is to discover what methods we currently use to commute and what alternative methods are of most interest. The survey is required by Department of Environmental Quality's Employee Commute Options (ECO) rules. These rules are part of the Portland area clean air plan to keep the air clean in light of air pollution associated with continued growth in the region.

ECO requires employers to provide employees with incentives to use alternatives to driving alone to work. The results of the survey will be used by (company name) to design a transportation program that reflects the needs and desires of (company name) employees. We must receive completed surveys back from at least 75 percent of (company name) employees to meet the requirements.

The survey will be distributed via e-mail on (date). Please take a couple of minutes to fill out the survey and return in by (date). If you have questions, please talk to (transportation coordinator).

We will share the results with you in the employee newsletter when they are completed.

Thanks for your participation,

Your Executive

## REVIEW OF PARTS OF A MEMO

1. Heading: As demonstrated in the box below, the heading segment has a basic format.

<p style="text-align: center;"><i>Format of Memo Heading</i></p> <p>TO: (readers' names and job titles)</p> <p>FROM: (your name and job title)</p> <p>DATE: (current date)</p> <p>SUBJECT: (brief statement of what the memo is about)</p>
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2. Introduction: Similar to an introduction of an essay, an introduction in a memo states the purpose of a memo by providing the context of the issue/event and the proposed solution/call to action. In other words, it provides a short overview of what the rest of the memo will cover and gives your audience the incentive to keep reading.
3. Context: This section provides more in-depth context or background information about the issue/event. Remember to only provide information that is necessary for the reader to understand the overarching point.
4. Call to Action: This section provides the steps or actions that will be taken to solve the issue; if your memo is not addressing a problem but, rather, informing your audience of an event, this is where you would highlight what your readers need to do for the event.
5. Discussion: The discussion section is the longest portion of the memo. This is where you will identify your main arguments or key points in support of your proposed solution/call to action.
6. Summary: If your memo is longer than one page, you may want to include a summary section. This is where you write a brief statement of the key points you have covered. In addition, this is also where you would include any resources you refer to in your research.
7. Closing Statements: The closing statements provide a polite and courteous ending to the memo. They can also convey any benefits the audience will enjoy through the proposed solution or your sentiment of how you can make their actions easier.



## **Examples of Closing Statements**

1. “I will be glad to discuss this recommendation with you during our Wednesday meeting. If you have any questions or need any assistance in this matter, please feel free to contact me.”
2. “I look forward to our staff’s cooperation in this endeavor. It will ultimately lead to company growth and potential pay increases in the long term.”
3. “By increasing our efforts, we will avoid any potential pitfalls during the upcoming holiday season, and I am willing to offer any sort of guidance to those who are unsure how to implement these changes.”

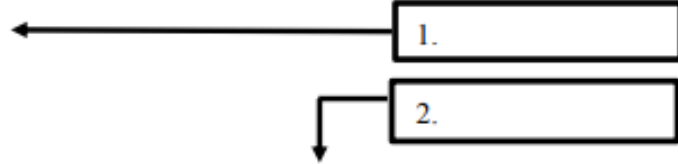
## **Activity 1: Closing Statement Practice**

Imagine you are the CEO of a clothing line company. You have just asked your marketing staff to change the traditional advertising plan to a digital one. This will demand more hours out of your workers, but you have explained that it will increase profit in the long-term. Can you write a closing statement for this memo?

## **Activity 2: Label the Memo**

Please identify all the parts of the sample memo in the boxes provided above; refer to the “parts of a memo” section if you are unsure.

TO: Advertising Staff  
FROM: John Johnathan, Advertising VP  
DATE: October 31, 20XX  
SUBJECT: Halloween Costumes at Work

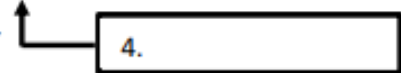


It has come to my attention that many of our staff have expressed the desire to wear costumes during Halloween this year, as many have done throughout the past few years. After discussing it with both HR and our CEO, we have made the decision to ban the practice during this time.

While we have had employees in the past dress up for the holiday, Halloween falls on Thursday, Oct. 31<sup>st</sup> this year. As you all are aware, this is when our meeting and facility tour will take place with Overseas Inc.: a well-established textile company and our biggest prospective client since Local Co.



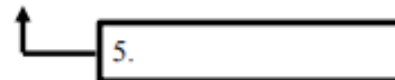
Because of the delicate nature of this business endeavor, we have decided it would be more beneficial to have our staff dress professionally and to ban costume-wear at this time.



Overseas Inc. is known for its high-quality merchandise and professional presentation. To develop a stable business relationship with them, we need to put our best foot forward and give them a good impression. Our company will be able to do this, and more, by representing ourselves in a professional, attentive manner. According to [TorbesFinancial.com](http://TorbesFinancial.com), businesses that have professionally dressed staff:

- are 56% more likely to solidify a business deal;
- will have an overall 38% increase in employee confidence;
- have a 58% overall better impression when compared to a business with casually dressed staff.

While I understand that many will be disappointed in our decision, maintaining our professionalism during this time will benefit our company in the long run. In addition, if a business deal is reached with Overseas Inc., management will be throwing a company-wide party to celebrate, and costumes will be encouraged.



Thank you,

Answer Key

1. Heading
2. Introduction
3. Context
4. Call to Action
5. Closing Statements

## **References**

1. Purdue Writing Lab. "Parts of a Memo." Purdue Online Writing Lab, N.d., <https://tinyurl.com/y8oe8uep>. Accessed 25 May. 2022.
2. "Writing a Sample Memo." A Research Guide for Students, N.d., <https://www.aresearchguide.com/sample-memo.html>. Accessed 25 May. 2022..