
Memo

To: Management

From: Darrell Knapp, Human Resources Manager

Date: May 24, 2017

Subject: Leadership Training Program

For this assignment, imagine yourself a manager within the human resources department. Make a case for a leadership training program to address the pitfalls discussed in Comaford's article, *The Value of Valuing Employees*, in this module's required reading.

Write a persuasive business communication to senior management. In some workplaces a communication of this sort may be sent out as an email; in other organizations, it may be a paper attachment to an email or perhaps a document presented in a management meeting.

In the body of your communication, address these three aspects of your topic in 1-2 single-spaced pages.

- Describe the problem
- Recommend a solution
- Provide the expected outcomes

Use the sample memo template (link below) for the assignment.

Be aware that this week's assignment will be the basis for the Portfolio assignment you will submit at the end of the term.

Review the **Module 6 Critical Thinking Rubric** for full details on how you will be graded on this assignment.

Purpose: Leadership training program plays an important role to achieve understanding and the harmony between the employee and their leaders. This will increase the employee's engagement, in this way there will be harmonized environment in the organization which is very important for the organization's productivity increase Courtney, F. (2015).

Problem: one of the biggest problems is that some leaders are "busy" to be aware of their surrounding and the environment Comaford, C. (2013). They are busy setting up their goals and deciding their profits while they are ignoring a major part which is brining harmony in their environment which is important for the success of the organization.

According to Comaford, there are six pitfalls that the management make and it tells us how to avoid those pitfalls some of the pitfalls are: not replying to emails of employees, only recognizing the employee's mistakes and mentioning them every time, playing the favoritism of the employee game, not celebrating their success, not providing them with any comments either positive or negative, burning out employees Comaford, C. (2013). These

pitfalls are critical for the management to be aware of to avoid demotivating the employees since that can have direct effect on the productivity of the organization.

Solution: To avoid those pitfalls, the management can establish strategies to decrease the displeasure or frustration level of the employees and show them that they have value in the organization. within this paper there will be the analysis of some strategies that are helpful to avoid any pitfalls in the organization and it will help in bring the harmony and satisfaction in the workplace to improve the productivity level.

For the case of the burning out employees which is the case of letting the employees work long hours and getting tired which will lower the productivity of the employee. It is important to keep the employee motivated and fresh by setting up breaks which will give them time to freshen u and feel better which is very important for the increase of the productivity of the organization.

Playing the favoritism game happens when one employee is being treated better than the others. No one likes to be given less attention and if they are being treated less fairly it is easy for the human mind to notice that which will lead into the demotivation since they will feel unappreciated. To avoid this every employee needs to be treated equally and they need to feel that they are in harmonized environment

Getting paid is important for the employee but as Comaford says it is not as important as the employee's need of feeling appreciation and valued, thus to make them feel this way celebration of their success will let them feel valued and important.

Since telling the employees only the mistake they have done and asking them to correct it can make the employee feel undesirable, they need to hear the positive comments too in addition to that they need to know what they need to do to improve their work. By doing this the employee will know that how their work is appreciated and yet they have sense of purpose in being in that company which is improving some of the tasks done to get the better results. Thus, hearing only, the negative feedbacks will put the employee's mindset into fight, flight, freeze mode as Comaford said every individual can act like 2 years old if they are in the mindset of critter which means they are fed up with all the negative comments and they can't handle anymore being unappreciated and criticized and according to Comaford it is hard to shift the mindset of someone with Critter brain Comaford, C. (2013). To avoid this the management, need to say the positive comment and without criticizing simply mention the areas which needs to be improved this will help the employee not to get defensive yet feel appreciated and valued.

And finally, not responding to the employee's emails create the idea that what they said is not important and the manager is busy and doesn't have time to listen to their ideas. To avoid this is it is very important to reply to the emails sent by employees even if it is only replied by saying I need some time to think about this and I will get back

with you. It will show the employee that even though the manager is busy but they still have time to reply and they will feel appreciated.

Outcomes:

If the managers become aware of their environment and focuses on bringing the harmony in the environment in addition to setting the goals and profits, they will let the employees feel appreciated and important and avoid putting them into the critter brain mindset instead leading them into the “smart State” where they will be more productive and emotionally engaging, and become creative and with problem solving mentality Comaford,, C. (2013).. For the employee to not ignore any issue that comes up and work hard for the benefit of the organization to increase the productivity the employee needs to feel valued, appreciated and have sense of presence in there.

References

Comaford, C. (2013). The Value of Valuing Employees. Health Care Registration: The Newsletter for Health Care Registration Professionals, 22(11), 3p, 7-9.

Courtney, F. (2015, October 16). 6 Big Benefits Of Leadership Training. Retrieved from <https://elearningindustry.com/6-big-benefits-of-leadership-training>