**MEMO**

To: Dr. Erika Paterson, Professor of English 301 99c Technical Writing

From: MinZhang Si, Student

Date: February 15, 2022

Subject: Proposal for Determining the Feasibility of Employee Engagement Programs

**Introduction**

Employees’ job satisfaction matters to an organization’s daily operation and long-term development. Employees who are more satisfied with their jobs and their workplace are more likely to produce and contribute more to their organization. Level of job satisfaction often depends not only on salary or other monetary incentives but also on the work environment and the relationships between employees.

Employee engagement programs can promote stronger social ties that can increase work productivity and improve communication across departments. Organizations that invest in an employee engagement strategy will see improvements in employee performance. Employee programs range from meditation sessions to sports clubs.

My manager, John Lo, at Mitchell Island Terminal Ltd will be the reader for the formal report.

**Statement of Problem**

Mitchell Island Terminal Ltd currently does not have any employee engagement programs. Some employees have voiced concerns over lack of social life in the workplace and felt distanced from their coworkers and their organization. There are two major implications of this problem. First, employees within the same department and from different departments do not know one another as well as they can, and this leads to less efficient communication and information silo. Second, employees have low morale and feel less motivated to work, let alone communicate or support their colleagues.

**Proposed Solution**

One possible solution to the problem is to run several employee engagement programs. This solution will provide employees different ways to engage with others, get to know those they work with, and create a motivating work environment. The objective is to increase employees’ job satisfaction so they can be more committed to their work tasks and to Mitchell Island Terminal Ltd (Mitchell).

**Scope**

To assess the feasibility of running several employee engagement programs, I plan to pursue five areas of inquiry:

1. What are employees’ interests and hobbies?

2. What social events do employees want the most?

3. How many employees regularly do some form of sports?

4. What sports programs do employees like?

5. Which period would employees most likely want to participate in a weekly, biweekly, or monthly social event?

**Methods**

My primary data sources will include a survey with the five questions above. I would like to circulate the survey to 5 employees from each department. Also, I will informally talk to coworkers and get their opinions on employee engagement programs, gathering information on what they prefer and when they most want to participate in social life at work.

Secondary sources will include academic studies on employee engagement strategies. These will be evidence showing the effectiveness of employee engagement programs.

**My Qualifications**

I have a Bachelor of Business Administration degree, and in my four years of education I studied various types of business organizations and motivation theories. Currently, I am also a student of a course on technical writing, which gives me confidence to write the report. Together with my first-hand experience at Mitchell, my education will help me solve the described problem.

**Conclusion**

Action is necessary in promoting job satisfaction at Mitchell and bringing in employee engagement programs. By addressing the five areas of inquiry mentioned above, I can determine what programs to offer and how and when to run them. With your approval I will begin research at once.