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INTERNAL TRAINING & ORGANISATIONAL DEVELOPMENT REPORT

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Department	Human Resources & Training
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Classification	Confidential. Internal Use Only.
Subject	Employee Satisfaction and Team Communication Assessment

1. Executive Summary

This fictional internal report presents the findings of an employee satisfaction assessment conducted by the Human Resources and Training Department of MyApp Solutions Sdn. Bhd.

The assessment identified a significant decline in employee satisfaction, with results falling from 85% to 65%. Team communication has emerged as a major organisational concern, with employees expressing the need for improved collaboration, stronger interpersonal relationships, and more effective communication across departments.

Management has proposed the introduction of monthly training sessions to address these concerns and improve overall employee engagement.

2. Employee Satisfaction Overview

Assessment Period	Employee Satisfaction
Previous Assessment	85%
Current Assessment	65%
Overall Decline	**20 Percentage Points**

The results indicate a considerable reduction in employee satisfaction. The decline suggests that existing workplace engagement initiatives may require further improvement.

3. Key Findings

Finding 1: Team Communication Challenges.

Team communication has been identified as a major issue. Employees have reported difficulties in sharing information, coordinating tasks, and maintaining effective communication between teams.

Finding 2: Increased Demand for Collaboration Activities.

Staff members have expressed a strong interest in participating in more collaboration activities. Employees believe that structured team-building exercises and group problem-solving sessions could help strengthen relationships and improve teamwork.

Finding 3: Employee Engagement Concerns.

The reduction in employee satisfaction highlights the need for management to review existing engagement strategies and introduce initiatives that encourage participation, cooperation, and mutual understanding.

4. Management Action Plan

Initiative	Proposed Action	Frequency
Communication Training	Improve communication and active listening skills.	Monthly
Team Collaboration Activities	Conduct structured team-building exercises.	Monthly
Employee Engagement Sessions	Encourage feedback and discussion.	Monthly
Progress Evaluation	Review employee satisfaction and training effectiveness.	Quarterly

5. Management Recommendation

Management recommends implementing a structured monthly training programme focusing on team communication, collaboration, leadership, and interpersonal skills.

The programme is expected to encourage a more positive workplace environment, strengthen employee relationships, and support improvements in employee satisfaction.

A follow-up assessment should be conducted after six months to evaluate the effectiveness of the initiatives.

6. Conclusion

The decline in employee satisfaction from 85% to 65% highlights the importance of addressing communication and collaboration challenges within the organisation.

The proposed monthly training sessions represent a proactive approach to improving employee engagement and fostering a more collaborative workplace culture.

Report Approval

Prepared by	Authorised by
Human Resources & Training Department	Director of Organisational Development

DOCUMENT STATUS: INTERNAL REVIEW

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END OF REPORT