

Internship Report



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An Internship Report
On
Driving Employee Engagement:
Insights from GAO Tek Inc.'s HRM
Approach



Tek Inc.

Letter of Transmittal

5th May, 2024

Ms. Piana Monsur Mindia

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Subject: Submission of Internship report on Driving Employee Engagement: Insights from GAO Tek Inc.'s HRM Approach.

Dear Ma'am,

I am pleased to present the internship report entitled "Driving Employee Engagement: Insights from GAO Tek Inc.'s HRM Approach, which has prepared as a requirement from the completion of my internship at GAO Tek Inc.

This report provides a comprehensive analysis of the Human Resource Management strategies employed by GAO Tek Inc. and their impact on employee engagement levels within the organization. The findings and recommendations outlined in this report are based on data collected during my tenure as an intern, along with relevant literature reviews and surveys with personnel.

I would like to express my sincere gratitude for the guidance and support you have provided throughout my internship period. Your expertise and insights have been invaluable in the completion of this report. I have dedicated my earnest time and effort. I kindly ask your attention were giving it rating. Working for you has been the biggest stroke of luck I could have ever hoped for.

Yours Sincerely,

Sirajum Munira Parisa

Student ID: 111 201 046

Acknowledgement

I would like to express my deepest appreciation to all those who provided me the possibility to complete this report. A special gratitude I give to my internship supervisor, Ms. Piana Monsur Mindia, whose contribution in stimulating suggestions and encouragement, helped me to coordinate my internship.

Furthermore, I would also like to acknowledge with much appreciation to crucial role of the staff of GAO Tek Inc., who gave the permission to use all required equipment and the necessary materials to complete the task of researching and compiling the insights presented in this report.

I am also immensely grateful to United International University for providing the guidelines and facilities that contributed to successful completion of this report.

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Executive Summary

A report topic is chosen based on the organizational growth and Human Resource Management resources of GAO Tek Inc., where an internship is currently being undertaken. The report is focused on the employee engagement, the management responsibilities assigned to staff members in each department, the organizational structure and the various departments.

Furthermore, the products and services offered by GAO Tek Inc., as well as the competitive environment within the sector it operates in, are external activities are investigated in great detail. It is considered intriguing that maintaining compliance necessitates a firm to adopt a defined human resource management stance and a suitable organizational structure. In the country, a significant amount of ambiguity surrounds the duties and obligations of human resource management, which hinders corporate growth through poor employee relations and unpleasant working culture.

In this regard, HRM roles are seen as beneficial to businesses, but as society progress and customer awareness increases, larger businesses will require more success in the market. The term encompasses internal and external elements, lines of ethics and morality, transparency leadership style, and management technique, as has been learned from several Human Resource Management courses. This is to recognize some of the operational issues observed while interning at the company. A comprehensive investigation is conducted for this report.

The important management policies currently are also mentioned. A detailed analysis of their behavior is provided, along with suggestions for prospective modifications to the management's tactics to maximize GAO Tek Inc.'s efficiency and synergy.

Chapter On:

Introduction of the Report

1.1 Origin/Background

The inception of this report can be traced back to the growing interest in understanding the dynamics of employee engagement within modern corporate structures. The academic pursuit to explore the tangible and intangible factors that contribute to an employee's commitment and enthusiasm towards their workplace has been a driving force behind this research.

The origin lies in the hypothesis that effective human resource management (HRM) practices are pivotal in cultivating a workforce that is not only productive but also intrinsically motivated and aligned with the organizational goals. This study was initiated to empirically investigate this premise, focusing on the role of HRM strategies in fostering a positive work culture and high levels of employee engagement.

the choice of GAO Tek Inc, for the internship report was motivated by its reputation for innovative HRM practices and its willingness to participate in academic research. The company's diverse employee base provided a fertile ground for examining the universal applicability of HRM techniques in driving engagement across various job functions and levels of responsibility.

The report aims to contribute to the scholarly discourse on employee engagement by offering evidence-based insights and adding empirical weight to the theoretical frameworks that guide HRM policies and practices.

1.2 Scope

This report delves into the HRM strategies employed by GAO Tek Inc. to drive employee engagement. It explores the company's initiatives to foster a productive and motivated workforce, which is crucial in the competitive electronic market.

1.3 Objectives

- a) **Primary Objectives:** To understand and evaluate the effectiveness of GAO Tek Inc.'s HRM strategies in enhancing employee engagement.
- b) **Secondary Objectives:** To identify the key factors contributing to employee satisfaction and to propose recommendations for further improving HRM practices.

1.4 Methodology

The methodology of the report is structured around a quantitative analysis framework to evaluate employee engagement at GAO Tek Inc. A comprehensive survey was designed using Google

Forms, encompassing various aspects of job satisfaction, workplace environment, and employee morale. The survey was disseminated to all employees within the organization, ensuring a broad representation of perspective across different department and hierarchical levels.

The questionnaire includes both closed-ended questions for statistical analysis and open-ended questions to capture nuanced feedback. Responses were collected to encourage candidness and honesty. The data was meticulously compiled and subjected to statistical examination to identify trends, correlations, and areas of significance.

The analysis aimed to quantify the effectiveness of HRM strategies in driving engagement and to pinpoint areas for improvement. The findings were cross-referenced with the industry benchmarks and best practices to validate the results. This methodological approach provided a data-driven foundation for the report's conclusions and recommendations.

1.5 Limitations

The research faced several constraints, including limited access to broader employee demographic data due to the remote nature of the internship. Additionally, some participants exhibited reluctance to complete the survey, citing trust concerns, while others may not have fully comprehended the questions, potentially affecting the data's reliability.

Chapter Two:

Introduction of the organization



Tek Inc.
A Member of GAO Group

2.1 History

GAO Tek Inc. is an international leading provider of various electronic products and solutions that serve the needs of electronic professionals worldwide. They are committed to providing the best products, services and experiences to their clients and partners. GAO Tek Inc., a member of GAO Group, embarked on its journey in 2001 as GAO Engineering. The company embarked on a mission to supply development tools to engineers and developers in the embedded field. During these formative years, GAO Tek laid the groundwork for what become a remarkable journey of innovation and impact. The organization is committed to innovation, quality, and customer satisfaction as part of its core values.

2.2 Mission, Vision, and Value Statements

2.2.1 Mission of the Company

GAO Tek Inc.'s mission is "To empower the technological sectors by providing advanced and reliable electronic solutions, fostering innovation, and facilitating seamless integration of cutting-edge technology into everyday business operations."

2.2.2 Vision of the Company

GAO Tek Inc. is based on the vision "To be the global leader in the electronic industry, recognized for our pioneering spirit and commitment to excellence, driving progress and transformation in digital age." In order to stay in the market and achieve profitability, the organization focuses on customer satisfaction. This vision indicates the organization's long-term concentration on innovation, uniqueness and sincerity for the products and services offered.

2.2.3 Value Statements

The value statement of GAO Tek Inc. is “GAO Tek Inc., part of GAO Group, provides high-quality electronic products worldwide. With a focus on quality and competitive pricing, GAO Tek delivers solutions backed by excellent support.” Their values help them deliver on their mission to help their clients make critical decisions with confidence, and deliver their corporate strategy of growing their value. The organization has a diversified range of products and services. These are the value of this organization through which the organizational purpose and goals met and profitability is achieved.

2.3 Product/Services

GAO Tek Inc. is a leading US-based supplier of test and measurement equipment, recognized for its extensive range of products catering to various industries. An overview of their products are given below.

1. Fiber Optic Test Instruments:

- a) **Optical Time-Domain Reflectometers (OTDRs):** Devices used for analyzing the integrity of fiber optic cables.
- b) **Fusion Splicers:** Equipment for joining two optical fibers end-to-end using heat.
- c) **Optical Fiber Identifiers and Rangers:** Tools to detect the presence of signals on optical fibers.
- d) **Power Meters and Light Sources:** Used to measure the power of optical signal and to provide light for testing fiber optic networks.

2. Telecom Testers/Analyzers:

- a) **xDSL Testers:** Portable devices for testing xDSL services, including ADSL, VDSL, and more.
- b) **E1/T1 BER Testers:** Handheld units for bit error rate testing on E1 and T1 lines.
- c) **Cable Fault Locations:** Tools to detect faults and measure the length of electrical and telecom cables.

3. CATV Test Instruments:

- a) **Signal Level Meters:** Devices to measure the strength of CATV signals
- b) **QAM Analyzers:** Equipment to analyze the quality of QAM (quadrature amplitude modulation) signals in cable networks.

- 4. Environment Test Instruments:** A range of instruments designed to measure and monitor environmental conditions such as temperature, humidity, and air quality.

GAO Test Inc. also offers customized solutions and expert consultation to meet specific customer needs. Their commitment to quality and innovation has made them a trusted name in the industry.

2.4 Organization Structure

GAO Tek Inc. is part of GAO Group, which consists three business units which are GAO Tek Inc., GAO RFID Inc., and GAO Research Inc. The whole business is divided into divisions. First is the Board of Directors, they consist of Chairman, Senior Vice Chairperson, Managing Director, Vice Chairman, and Senior group advisor. Under these company the departments include are group Head of Overseas affairs, Group head of HR, Chief technology officers, Assistant director operations, The operating management team include Chief executive officer, Chief sales officer, Head of sales, Head of plant, and Head of MEP, Customer relation manager, Head of finance, and accounts and Head of operations.

The grading system of GAO Tek Inc.'s employees is established to design the policy procedure, benefits, facilities and other associated matters accordingly. Total employees categorized into three categories as per below.

- Management staff
- Non-Management staff
- Worker

Below are the details grading of Management staff, non-Management staff and Worker category. Worker grading may change and follow accordingly where legal guideline exists.

Category	Grades		Category	Grades
Management Staff Probation Period: 6 months	M01	Director/ CEO	Non- Management Staff Probation Period: 3 months	S1 Supervisor/ Security Supervisor
	M02	Group Head/ COO/ CTO/ CFO		S2 Driver
	M03	GM/ Finance Controller/ Asst. Director/ CSO		
	M04	Deputy General Manager	Category	Grades
	M05	Assistant General Manager	Worker Probation Period: 3 Months	W1 Highly Technical / High Skilled
	M06	Senior Manager		W2 Entry & Mid-level Technical / Skilled
	M07	Manager		W3 Unskilled
	M08	Deputy Manager		
	M09	Assistant Manager		
	M10	Senior Executive		
	M11	Executive		
	M12	MTQ/ Trainee/ Junior Executive		

2.4.1 Core Departments

1. **Research and Development (R&D):** Focuses on developing new products and improving existing ones.
2. **Sales and Marketing:** Drives revenue through sales strategies and marketing campaigns.
3. **Customer Support:** Provides after-sales support and helps maintain customer regulations.
4. **Human Resources:** Manages employee's relations, recruitment, and organizational culture.
5. **IT and Infrastructure:** Maintain the company's technological framework and operational facilities.

2.4.2 My Role and Position

In November 2023, I embarked on a journey as a Human Resource Intern at GAO Tek Inc., a leading provider of electronic products and services. This outlines my contributions, learning experiences, and the growth opportunities provided by the company during any internship.

Key responsibilities and achievements:

1. **Talent Acquisition:** Successfully coordinated and scheduled 22 interviews, contributing to the recruitment of 16 new employees who are now integral members of various departments within GAO Tek Inc.
2. **Social Media Management:** Demonstrated strong digital marketing skills by consistently posting blogs and job advertisements on LinkedIn and Facebook, enhancing the company's online presence and attracting potential candidates.

3. **Leading Development:** Recognized for my exemplary performance, I was offered and accepted the role of Assistant Squad Leader. In this capacity, I led Squad Bangladesh, Team-G, for last two months of my internship.
4. **Team Management:** As the Assistant Squad Leader, I effectively managed the team, fostering a collaborative environment that led to our selection as the best team twice during my tenure.
5. **Recognition:** My efforts and dedication were acknowledged when I was honored as “Intern of the week”, a testament to my commitment and hard work.

GAO Tek Inc. boasts an exceptional working environment where all employees are supportive and helpful. The culture promotes learning and professional development, making it an ideal setting for interns to thrive and grow. My internship at this organization has been a transformative experience, providing me with invaluable insights into the HR field and the working of a global electronic company. The skills and knowledge I have gained here will undoubtedly serve as a solid foundation for my future career.

Chapter Three:

Discussion of HR

Function of GAO Tek

Inc.

GAO Tek Inc. appears to have a variety of HR functions, particularly focused on recruitment and talent management for virtual positions. Their HR department is involved in hiring for various roles such as sales, marketing, technical writing, and event management, all of which can be performed remotely. They emphasize flexible work hours and the ability to work from anywhere, which aligns with the increasing trend of remote work environments.

3.1 Human Resource Planning

Human resource planning (HRP) is a strategic process crucial of organizations like GAO Tek Inc. it involves forecasting the company's future human resource needs and developing strategies to meet those needs.

HRP is a continuous process of systematic planning to achieve optimum use of an organization's most valuable asset-its employees. It ensures the best fit between employees and jobs, avoiding manpower shortages or surpluses.

Key steps in HRP:

1. Analyzing current labor supply: Assessing the skills, capabilities, and availability of current workforce.
2. Forecasting labor demand: Predicting future workforce requirements based on business goals and market trends.
3. Balancing projected labor demand with supply: Identifying gaps and developing strategies to address them, such as hiring training, or restructuring.
4. Supporting organizational goals: Aligning HR strategies with overall objectives of the company

Importance of HRP:

- It allows companies to plan ahead for a steady supply of skilled employees.
- HRP is flexible enough to meet short-term staffing challenges ad adapt to long-term changes in business environment.

Challenges in HRP:

- Dealing with changing workforce dynamics such as promotions, absences, or turnovers.
- Finding and attracting skilled employees.

- Training and developing employees to meet evolving business needs.
- Retaining employees and promoting a competitive organizational culture.

3.2 Recruitment and Selection

1. Hiring process: The hiring process at GAO Tek Inc. typically involves several steps:
 - Application submission: Candidate submit their applications online
 - Initial screening: HR reviews applications and conducts an initial screening.
 - Interviews: Candidates may have phone, video, or in-person interview.
 - Assessments: Depending on the role, there might be technical test or assessments.
 - Reference checks: HR verifies references.
 - Offer: If all goes well, an offer is extended.

The timeline can vary but usually takes a few weeks to a couple of months.

2. Promotion Process: To be eligible for promotion, an employee must have onboard at least four interns. The process seems flexible.
3. Remote Jobs: If the candidate pass the internship, s/he can apply for remote positions. Exceptional interns may receive direct offers.
4. Qualifications: Communication skills, innovation mindset, and teamwork are essential for working at GAO Tek Inc.
5. Job Titles and Descriptions:
 - GAO Tek Inc. offers various virtual positions:
 - Events Sales, Sponsorship Sales: Selling sponsorships, attendee tickets, etc.
 - Tech Sales, Engineering Sales, Sales Engineers: Selling technical products.
 - B2B Sales, B2B Business Development: Focusing on business-to-business sales.
 - Experienced Digital Marketing, SEO, Website Developers: Optimizing websites and driving traffic.
 - Experienced Tech Writers, Content Developers: Writing tech content and improving websites.
 - Experienced E-Commerce marketing, SEO, Website Developers: Enhancing online stores.
 - Events Assistants, Events Promotions, Events Management: Organizing virtual global conferences and marketing.

3.3 Performance Management

Performance management is a key HR function that focuses on the continuous process of setting goals, assessing progress, and providing ongoing coaching and feedback to ensure that employees are meeting their objectives and career goals.

1. **Goal Setting:** Employees, in collaboration with their managers, set clear, achievable goals aligned with the company's strategic objectives.
2. **Ongoing Feedback:** Regular check-ins between employees and managers help to ensure that employees are on track to meet their goals and allow for adjustments as needed.
3. **Performance Reviews:** Formal evaluations are conducted periodically to assess employee performance against set goals.
4. **Development plans:** Based on performance reviews, individual development plans are created to address areas of improvement and to facilitate career growth.
5. **Recognition and rewards:** High-performing employees may be recognized and rewarded through bonuses, promotions, or other incentives.
6. **Performance Improvement:** Employees who are not meeting expectations may be given additional support, training or performance improvement plans.

3.4 Learning and Development

Learning and Development (L&D) at GAO Tek Inc. are likely to be centered around enhancing the skills and knowledge of their employees to meet the company's strategic goals and adapt to the evolving market demands.

1. **Educational Services and Tools:** GAO Tek Inc. provides educational services that are pivotal for personal and professional development. They offer tools like anemometers, which are used in engineering and materials science education, providing hands-on training for flaw detection methods.
2. **Employee Development:** The company invests in employee development through various training programs and opportunities for advancement. This commitment to learning contributes to a skilled and motivated workforce.
3. **Skill Development:** Reviews suggest that GAO Tek Inc. scores highly on skill development, indicating that the company places a strong emphasis on enhancing the capabilities of its employees.

4. **Training Practices:** While specific details on the training practices at GAO Tek Inc, are not provided, it's likely that they include a mix of on-the-job training. Workshops, seminars, and possibly e-learning modules to cater to different learning styles and needs.
5. **Professional Growth:** The focus on L&D is also aimed at providing employees with the knowledge and skills necessary for professional growth, which may include leadership development and specialized technical training.
6. **Alignment with Industry Standards:** GAO Tek Inc.'s educational tools, such as anemometers, adhere to industry standards, which suggests that their L&D programs are designed to meet professional and regulatory benchmarks.
7. **Support for Formal Learning:** The company's L&D initiatives support formal learning, which is essential for both new hires and experienced employees to stay updated with the latest industry trends and technologies.

3.5 Career Planning

1. Job Title and Descriptions:

- **Events Sales, Sponsorship Sales:** These virtual positions involve selling sponsorships, attendee ticket sales, and more. People can choose from conventional sales (phone or email), social media sales (LinkedIn, Facebook), or a combination of both.
- **Tech Sales, Engineering Sales, Sales Engineering:** These roles focus on selling technical products such as RFID readers, tags, and systems from GAO RFID Inc.m as well as various hardware products from GAO Tek Inc. Technical expertise is crucial for success in these positions.
- **B2B Sales, B2B Business Development:** All sales roles at GAO Tek Inc. are business-to-business (B2B) sales. Employees sell sponsorships, attendee tickets, ad tech products using various sales methods.
- **Experienced Digital Marketing, SEO, Website Developers:** Responsibilities include analyzing improving, and optimizing existing websites to drive traffic and sales. Proficiency in Google SEO, analytics tools, PHP, MYSQL, and WordPress is essential.

- Experienced Tech Writers, Content Developers, SEO, Website Developers: These virtual positions involve writing tech web pages, articles, and optimizing existing websites. Skills in tech writing, Google SEO, and analytics are valuable.
 - Experienced E-Commerce, Marketing, SEO, Website Developers: If an employee is interested in e-commerce, this role focuses on optimizing online stores, driving traffic, and handling sales inquiries. Knowledge of e-commerce software, Google SEO, PHP, MYSQL, and WordPress is beneficial.
 - Events Assistants, Events Promotions, Events Management: As virtual interns or Co-Ops, people will help organize global online conferences. Tasks include market research, social media promotion, and inviting speakers, panelists, and sponsors.
2. Work Wellbeing at GAO Tek Inc:
 - GAO Tek Inc. values work wellbeing, with high rating for happiness, purpose, satisfaction, and stress management among employees.
 - The company's supportive environment, flexible work hours, and focus on innovation contribute to employee satisfaction.
 3. Growth Opportunities:
 - Clear paths for advancement and skill development are available at GAO Tek Inc.
 - Employees work on meaningful projects that contribute to broader goals, fostering professional growth.
 4. Competitive Compensation: GAO Tek Inc. offers fair pay and benefits aligned with industry standards.

3.6 Function Evaluation

Function evaluation at GAO Tek Inc. likely involves assessing the effectiveness and efficiency of various functions within the company. This could include evaluating the performance of their products, such as function generators, as well as internal processes and roles.

1. Product performance: GAO Tek Inc. offers function generators with specific technical specifications, such as power of 1000 W, battery capacity of 25.2 V 29 Ah, and a wave range of 50 Hz to 600 Hz. Evaluating these products would involve testing their performance, reliability, and adherence to technical standards.

2. **Process Efficiency:** The company uses tools like logic analyzers for verifying FPGA and ASIC designs, ensuring efficiency and accuracy in their electronic measurement instruments.
3. **Roles Effectiveness:**
 - **Sales and Marketing:** Evaluating the effectiveness of sales and marketing strategies, including the performance of sales teams and the success of marketing campaigns.
 - **Engineering and Development:** Assessing the productivity and innovation of engineering teams and the development of new products.
4. **Customer Satisfaction:** Collecting and analyzing customer feedback to gauge satisfaction with GAO Tek Inc.'s products and services.
5. **Operational Excellence:**
 - **Supply Chain Management:** Reviewing the efficiency of supply chain process to ensure timely delivery of products.
 - **Quality Assurance:** Ensuring that all products meet quality standards and regulatory requirements.
6. **Employee Performance Review:** Conducting regular performance reviews to assess employee contributions and identify areas for improvement.
7. **Strategic Alignment:** Ensuring that all functions are aligned with the company's strategic goals and objectives.

3.7 Rewards

The reward system at GAO Tek Inc. is designed to recognize and incentivize employee's contributions and achievements.

1. **Performance-Based Rewards:**
 - Employees who excel in their roles may receive performance-based bonuses or salary increases.
 - Promotions are likely given to those who demonstrate leadership and consistently meet or exceed their performance targets.
2. **Recognition Programs:**
 - **Employee of the Month:** Recognition for outstanding work and contribution to the team.

- Spot Award: Immediate recognition for significant achievements or going above and beyond the call of duty.
3. Professional Development:
 - Opportunities for career advancement and skill development are considered a form of reward, as they contribute to an employee's professional growth.
 - Training programs and educational resources may be provided to high-performing employees.
 4. Work-Life Balance:
 - GAO Tek Inc. values work-life balance, which is reflected in their flexible work arrangements.
 - Employees appreciate the flexibility and comfort that come with the roles which can be seen as an intrinsic reward.
 5. Work Environment: A supportive and cooperative management system and a friendly work environment are part of the company's culture, contributing to overall job satisfaction.

3.8 Industrial Relations

Industrial relations at GAO Tek Inc. encompass the various policies and practices the govern the relationship between the company and its employees. The relationships are critical aspect of the company's HR strategy, as they contribute to a stable and productive work environment.

1. Employee Engagement: GAO Tek Inc. likely prioritizes employee engagement by creating a work culture that encourages open communication, collaboration, and a sense of belonging among employees
2. Conflict Resolution: The company has established procedures for resolving workplace conflicts, ensuring that any issues are addressed fairly and promptly to maintain a harmonious work environment.
3. Compliance with Labor Laws: As an international company, GAO Tek Inc. must comply with the labor laws and regulations of the countries in which it operates, ensuring fair labor practices and employee rights are upheld.
4. Workplace Safety: Ensuring a safe work environment likely a key component of GAO Tek Inc.'s industrial relations, with policies and procedures in place to maintain high safety standards.

5. **Employee Wellbeing:** The company appears to value employee wellbeing, with reviews indicating high ratings for happiness, purpose, satisfaction, and stress management among employees.
6. **Training and Development:** GAO Tek Inc. invests in training and development programs, which are essential for maintaining a skilled workforce and supporting employee career progression.
7. **Fair Treatment:** Fair treatment of all employees, regardless of their role or level within the company, is likely a cornerstone of GAO Tek Inc.'s industrial relations strategy.
8. **Compensation and Benefits:** The company likely offers competitive compensation and benefits packages to attract and retain talent, reflecting the value it places on its workforce.
9. **Diversity and Inclusion:** Promoting a diverse and inclusive workforce is likely an important aspect of GAO Tek Inc.'s industrial relations, recognizing the benefits of varied perspectives and backgrounds.

GAO Tek Inc.'s approach to industrial relations reflects its commitment to creating a positive and supportive work environment that fosters employee satisfaction and productivity. By focusing on these key areas, the company aims to build strong, lasting relationships with its employees, which in turn contributes to its overall success.

3.9 Employee Participation and Communication

Industrial relations at GAO Tek Inc. involve the relationships between the company and its employees, as well as the strategies and policies in place to manage these relationships.

1. **Employee Engagement:** GAO Tek Inc. likely fosters an environment where employees feel valued and engaged. This could involve regular communication, team-building activities, and opportunities for feedback.
2. **Conflict Resolution:** The company has mechanisms in place to address and resolve workplace conflicts in a constructive manner, ensuring a harmonious work environment.
3. **Compliance with Labor Law:** As an international company, GAO Tek Inc. must adhere to the labor laws and regulations of the countries in which it operates, ensuring fair treatment of employees.

4. Workplace Safety: Ensuring a safe work environment is a critical aspect of industrial relations. GAO Tek Inc. likely has policies and procedures to maintain high safety standards.
5. Employee Wellbeing: GAO Tek Inc. values work wellbeing, with high ratings for happiness, purpose, satisfaction, and stress management among employees.
6. Diversity and Inclusion: The company likely promote a diverse and inclusive workforce, recognizing the importance of varied perspectives and backgrounds.
7. Training and Development: GAO Tek Inc. invests in employee development through various training programs, contributing to a skilled and motivated workforce.
8. Fair Treatment: Ensuring that all employees are treated fairly and with respect is likely a cornerstone of GAO Tek Inc.'s industrial relations strategy.
9. Compensation and Benefits: The company offers competitive compensations and benefits packages to attract and retain talent.

3.10 Health and Safety

Health and safety are critical aspects of any organization, and at GAO Tek Inc., they are likely to be a top priority.

1. Compliance with Regulations:
 - GAO Tek Inc. adheres to industry standards like ISO 7726 and API RP 14E, as well as government regulations such as OSHA 29 CFR 1910.269.
 - The company ensures compliances with health, safety, and environmental standards across different regions, including Canadian, Mexican, and European regulations.
2. Use of Safety Equipment: GAO Tek Inc. provides anemometers, which are used for various safety applications, such as monitoring real-time wind speeds for safety monitoring real-time wind speeds for safety monitoring ventilation optimization, and equipment stability assessment.
3. Environment Health and Safety (EHS) Programs: The company likely has EHS programs in place that focus on preventing workplace injuries and illnesses, promoting health and well-being, and ensuring environmental protection.

4. **Employee Training:** Employees are probably trained on health and safety protocols, including emergency response, hazard recognition, and the use of personal protective equipment (PPE).
5. **Workplace Ergonomics:** GAO Tek Inc. may implement ergonomic practices to ensure that workstations and equipment are designed to minimize strain and injury.
6. **Regular Safety Audits:** Conducting regular safety audits to identify potential hazards and implement corrective actions is likely part of their safety management system.
7. **Health and Safety Committees:** The company might have health and safety committees that include employee representatives and are responsible for addressing safety concerns and promoting a culture of safety.
8. **Incident Reporting and Investigation:** A system for reporting and investigating workplace incidents to understand root causes and prevent future occurrences is likely in place.
9. **Wellness Program:** GAO Tek Inc. may offer wellness programs that support employees' physical and mental health, such as fitness incentives, stress management resources, and health screening.
10. **Continuous Improvement:** The company likely embraces a philosophy of continuous improvement, regularly updating and enhancing health and safety policies and practices.

3.11 Personal Wellbeing

Personal well-being at GAO Tek Inc. seems to be a significant aspect of the company's culture, based on employee reviews and insights.

1. **Work Life-Balance:** GAO Tek Inc. is noted for offering a work-life balance with flexible work hours and remote work options, allowing employees to manage their personal and professional lives.
2. **Supportive Environment:** The company provides a supportive environment where employees feel valued. This includes inclusive work practices and time and location flexibility.
3. **Professional Growth:** Employees have opportunities for professional growth through clear paths for advancement and skill development.
4. **Employee Engagement:** GAO Tek Inc. fosters employee engagement by providing hands-on experience, supportive teamwork, and a culture that promotes learning and collaboration.

5. Health and Safety: The company adheres to health and safety regulations, ensuring a safe working environment for all employees
6. Recognition and Rewards: While the company may not offer salaries for certain intern positions, it compensates with valuable work experience, learning opportunities, and the potential for career advancement.
7. Open Communication: GAO Tek Inc. maintain open communication channels, encouraging employees to share ideas freely and work together towards common goals.
8. Employee Well-Being Initiatives: The company is committed to employee well-being through various initiatives such as flexible work arrangements and professional development opportunities.

3.12 Administrative Responsibilities

Administrative responsibilities at GAO Tek Inc. likely encompass a variety of tasks that support the company's daily operations and strategic goals.

1. Office Management:
 - Overseeing the day-by-day operations of the office.
 - Managing office supplies and ensuring all necessary equipment is available and functional
2. Support Service:
 - Providing support to various departments, including HR, finance, and sales.
 - Assisting with the organization and coordinating of meetings and events.
3. Communications:
 - Handling internal and external communication, including emails, phone calls, and correspondence.
 - Serving as a point of contact for clients, vendors, and other stakeholders.
4. Data Management:
 - Maintaining company records, database, and filing systems.
 - Ensuring data accuracy and confidentiality.
5. Scheduling:
 - Managing calendars for executives and teams.
 - Coordinating appointments, travel arrangements, and itineraries.

6. Financial Tasks:

- Assisting with budget preparation and expense tracking.
- Processing invoices and handling petty cash.

7. HR Support:

- Helping with the recruitment process by scheduling interviews and preparing job postings.
- Assisting with onboarding new employees and maintaining employee records.

8. Project Assistance: Providing support for various projects by conducting research, preparing reports, and tracking progress,

9. Customer Service: Addressing customer inquiries and resolving issues promptly.

10. Compliance: Ensuring that the company's operations comply with relevant laws and regulations.

Chapter Four:

(Analysis and Findings)

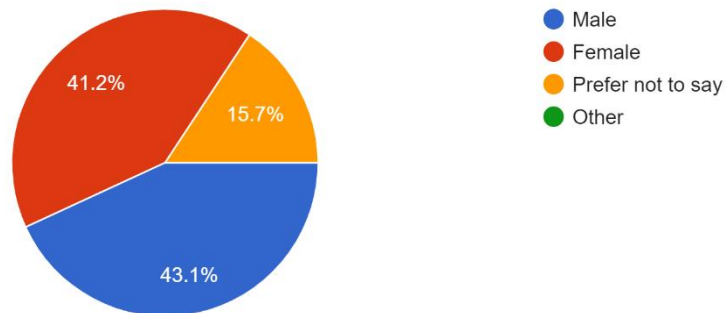
Analysis

4.1 gender Distribution of GAO Tek Inc.

- Male: 41.2%
- Female: 43.1%
- Prefer not to say: 15.77%

What is your gender?

51 responses



This indicates a nearly balanced representation of male and female employees, with a notable percentage opting not to disclose their gender.

4.2 Job Satisfaction Survey Analysis

GAO Tek Inc.'s survey indicates strong employee contentment, with 78.4% expressing very high satisfaction. However, a small group reported low satisfaction levels, which HR should investigate to improve work conditions.

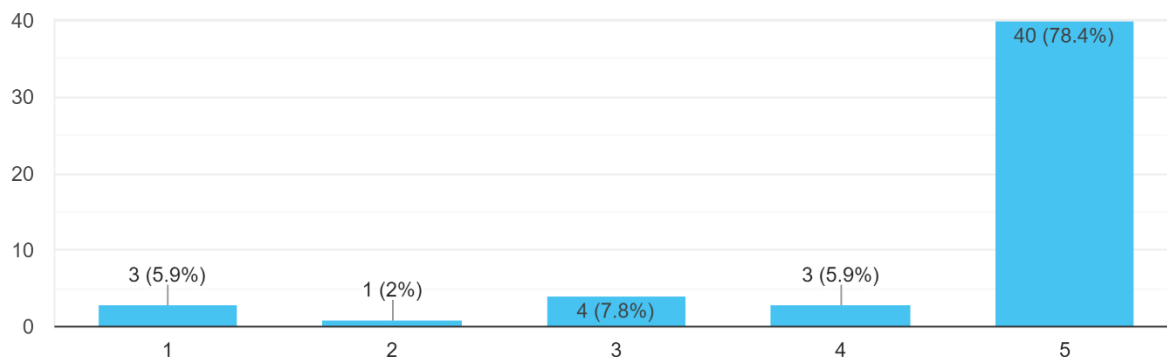
1. **Very Dissatisfied (1):** 5.9% (3 employees) – Indicates critical areas needing improvement
2. **Dissatisfaction (2):** 2% (1 employee) – Suggests individual concerns
3. **Neutral (3):** 7.8% (4 employees) - Reflects ambivalence towards certain job aspects
4. **Satisfied (4):** 5.9% (3 employees) – Positive yet indicates potential for increase satisfaction
5. **Very Satisfied (5):** 78.4% (40 employees) – Demonstrates a highly positive work environment

The data suggests that GAO Tek Inc. has successfully fostered a positive work culture where the vast majority feel highly satisfied. However, the presence of dissatisfaction, albeit small, should not be overlooked. It is crucial for the HR department to address them proactively. Initiatives

such as follow-up interviews or focus groups with dissatisfied employees could uncover the root issues and inform strategies to improve job satisfaction across the board.

On a scale of 1 to 5, how satisfied are you with your current job?

51 responses



4.3 Alignment of Job with Personal Values and Interest

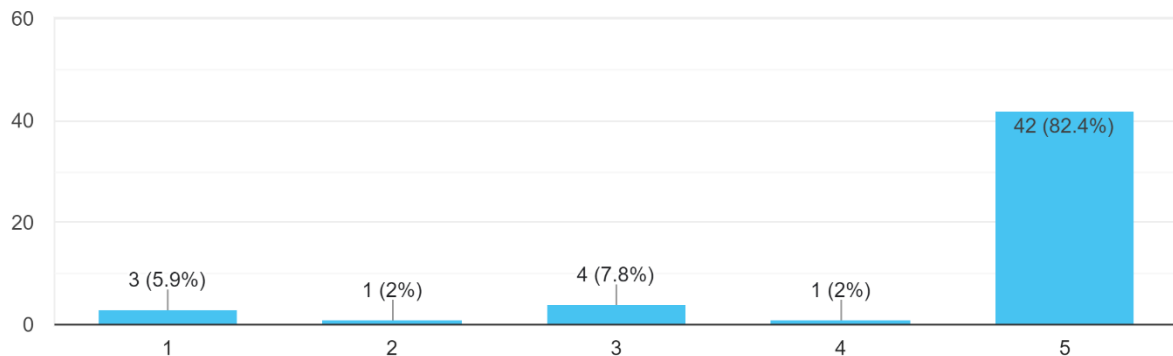
A small percentage of employees, specifically 5.9% or three individuals, indicate that their job do not align at all with their personal values and interests. This group's perspective is critical, as it highlights a disconnect that could impact their job performance and overall satisfaction. It is an area that warrants further investigation by HR department to understand the underlying causes and to seek ways to improve alignment for these employees.

On the other end of the spectrum, an overwhelming 82.4% of the workforce, which translates to 42 employees, feel that their jobs completely align with their personal values and interests. This strong sense of alignment is indicative of a work environment that supports and fosters employee engagement and satisfaction. It suggests that GAO Tek Inc. is successful in providing roles that resonate with the majority of its employees' retention and morale.

The remaining responses, which include 2% or one employee voting for slight alignment, 7.8% or four employees for moderate alignment, and 2% or one employee for very much alignment, represent varying degrees of satisfaction with how well employees' personal values and interests are reflected in their jobs. These responses suggest that while there is room for improvement, the majority of employees are at least moderately aligned with their roles at GAO Tek Inc.

To what extent does your job align with your personal values and interests?

51 responses



4.4 Evaluating Employee Engagement

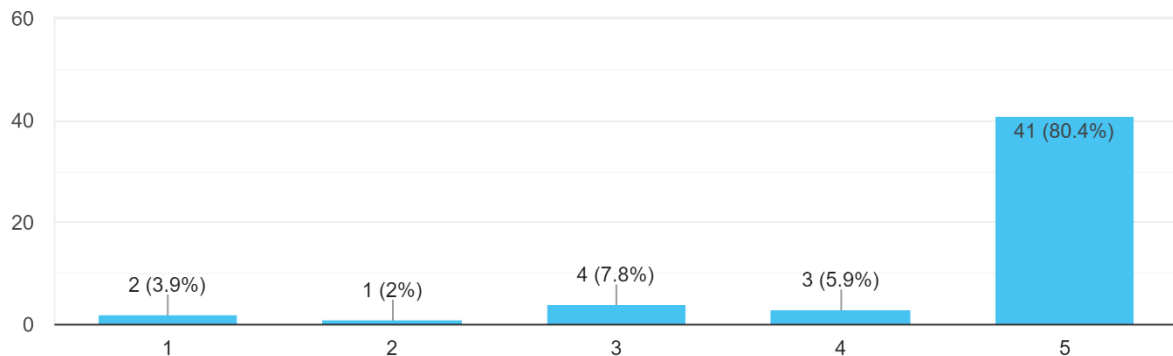
A significant 80.4% employees, which corresponds to 41 individuals, rated their satisfied with engagement as a 5, the highest possible score. This suggests that the vast majority of employees are not only satisfied with their job but also feel a deep sense of involvement and commitment to their work. However, there are employees who feel less engaged. Specifically, 3.9% (2 employees) rated their engagement at the lowest level of 1, indicating a severe lack of satisfaction with their engagement. Additionally, 2% (1 employee) rated their engagement as 2, and 7.8% (4 employees) gave a neutral score of 3. These responses highlight areas where there is room for improvement in increasing employee engagement.

Lastly, 5.9% (3 employees) rated their engagement as 4, showing that they are satisfied with their level of engagement as 4, showing that they satisfied with their level of engagement but perhaps there are aspects that could be enhanced to reach the highest level of satisfaction.

While GAO Tek Inc, enjoys a high rate of employee engagement, the HR department should consider strategies to address the concerns of those who rated their engagement lower. Understanding the factors that contribute to these employees' lack of engagement could lead to targeted initiatives that foster a more inclusive and engaging work environment for all.

How satisfied are you with the level of engagement you feel towards your work at GAO Tek Inc.?

51 responses



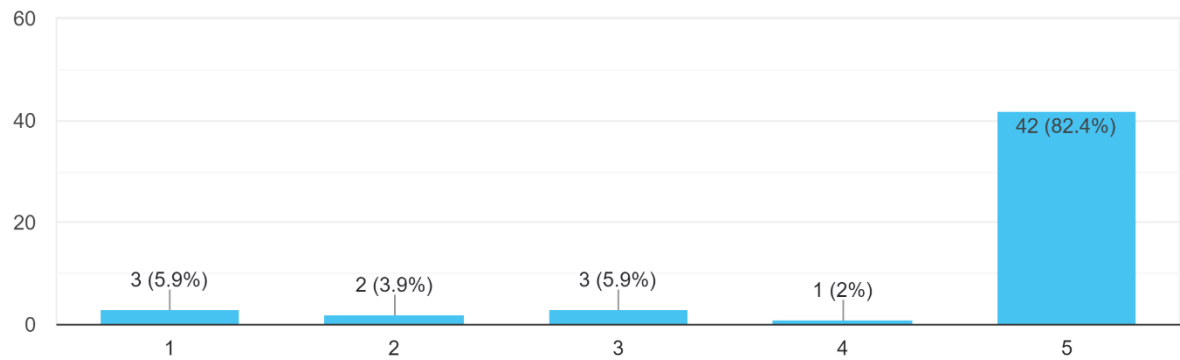
4.5 Trust and Appreciation in the Workplace

An impressive 82.4% of employees, equating to 42 individuals, indicated a high level of satisfaction (rating 5), suggesting they feel a strong sense of trust and appreciation in their workplace relationships. This is a testament to the company's culture and management practices that emphasize mutual respect and recognition. Conversely, a small percentage of the workforce expressed varying degrees to dissatisfaction. Specifically, 5.9% (3 employees) rated their dissatisfaction as 1, indicating a significant lack of trust and appreciation. Additionally, 3.9% (2 employees) rated their dissatisfaction as 2, and 5.9% (3 employees) gave a neutral rating of 4. These responses highlight areas where there is potential for improvement in fostering a more trusting and appreciation work environment.

Only 2% (1 employee) rated their dissatisfaction as 4, which could suggest that while they generally feel trusted and appreciated, there may be specific instances or areas where this is not the case.

How dissatisfied are you with the level of trust and appreciation from your supervisors and colleagues?

51 responses

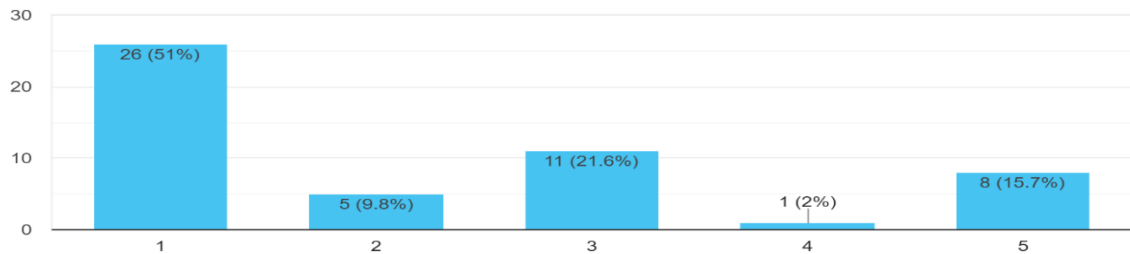


4.6 Work-Life Balance at GAO Tek Inc.

The survey reveals that a majority of employees are satisfied with the balance they achieve. Specifically, 51% (26 employees) feel only a slight discrepancy between their expectations and reality, indicating that the job largely meets their work-life balance needs. However, a small number of employees expressed greater dissatisfaction, with 9.8% (5 employees) voting 2, 21.6% (11 employees) voting 3, and 1.9% (1 employee) voting 4. Notably, 15.7% (8 employees) voted 5, signaling a significant failure to meet their work-life balance expectations. This data suggests that while GAO Tek Inc. generally provides a satisfactory work-life balance, there is room for improvement to ensure all employees’ needs are met.

To what extent does your job fail to provide the work-life balance you desire?

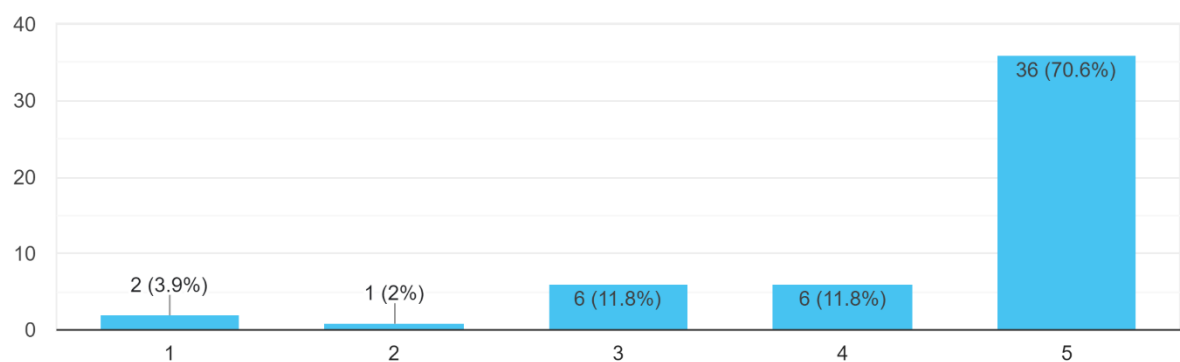
51 responses



4.7 Recognition and Reward System Efficacy

A substantial 70.6% (36 employees) rated the company’s recognition efforts as very effective, indicating a string appreciation for their contributions. However, 3.9% (2 employees) rated it as very poor, and 2% (1 employee) as poor, suggesting some areas need attention. The neutral range ratings of 11.8% for both 3 and 4 reflects moderate satisfaction.

How well do you believe GAO Tek Inc. recognizes and rewards employees contributions towards enhancing engagement and productivity in the workplace?
51 responses

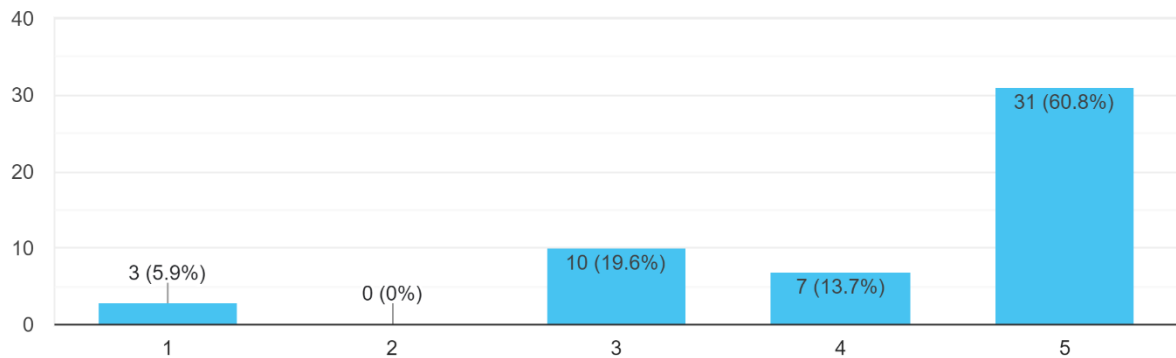


4.8 Fostering a Culture of Feedback

The survey reveals that most supervisors are proactive in providing constructive feedback and recognition. A notable 60.8% (31 employees) reported frequently receiving this, indicating a string culture of support and acknowledgement. However, 5.9% (3 employees) feel feedback is infrequent, highlighting an area for leadership development. The absence of votes for “rarely” suggests a generally positive trend, while the votes for “sometimes” and “often” (10 and 7 employees, respectively) show room for more consistent feedback practices.

How often does your supervisor provide constructive feedback and recognition for your work?

51 responses

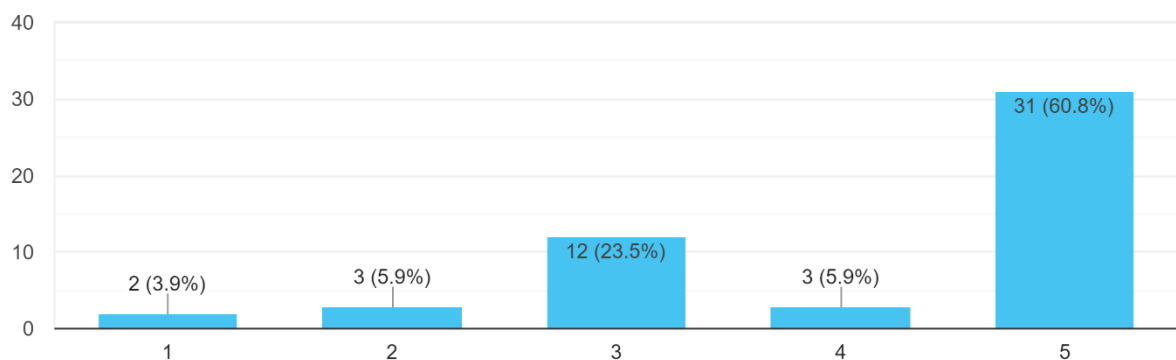


4.9 Fair and Unbiased Decision Making

The survey aimed to gauge employees' trust in their supervisors' ability to make fair and unbiased decisions. The majority, 60.8% employees, expressed full confidence, affirming strong leadership trust within the company. Neutral responses from 23.5% suggest some uncertainty, while a minority of 5.9% indicated a complete lack of confidence, and another 5.9% showed partial confidence. These broader perspective on supervisory trust can be integrated into the internship report to reflect the overall sentiment towards decision-making at GAO Tek Inc.

How confident are you in your supervisor's ability to make fair and unbiased decisions?

51 responses

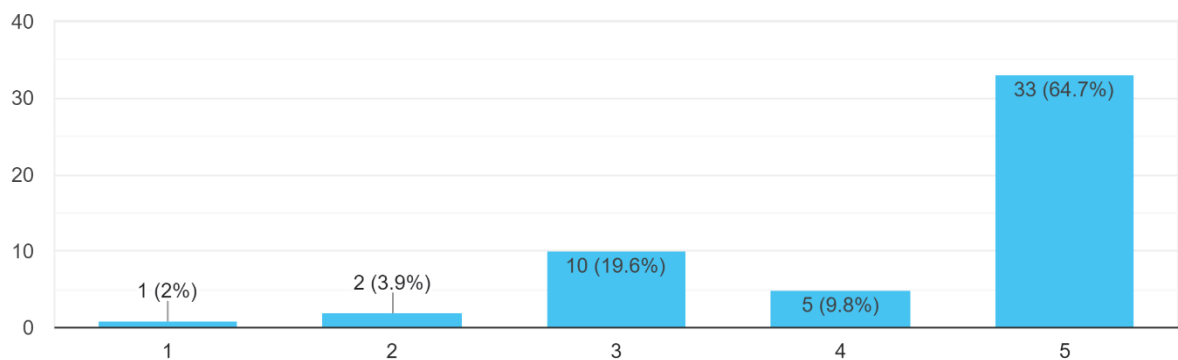


4.10 Supervisory Conflict Resolution Effectiveness at GAO Tek Inc.

The survey indicates a high level of satisfaction among the majority of employees. With 64.7% (33 employees) voting the highest satisfaction level. It suggests effective conflict management. However, a single vote for the lowest satisfaction level and a few for the lowest-middle range highlight areas where conflict resolution practices could be improved to ensure all team members feel their issues are handled well.

How well does your supervisor handle conflicts and resolve issues within the team?

51 responses



4.11 Evaluating Management-Employee Communication

The survey results from GAO Tek Inc. regarding supervisory communication and conflict resolution provide a multifaced view of employee’s satisfaction in these critical areas.

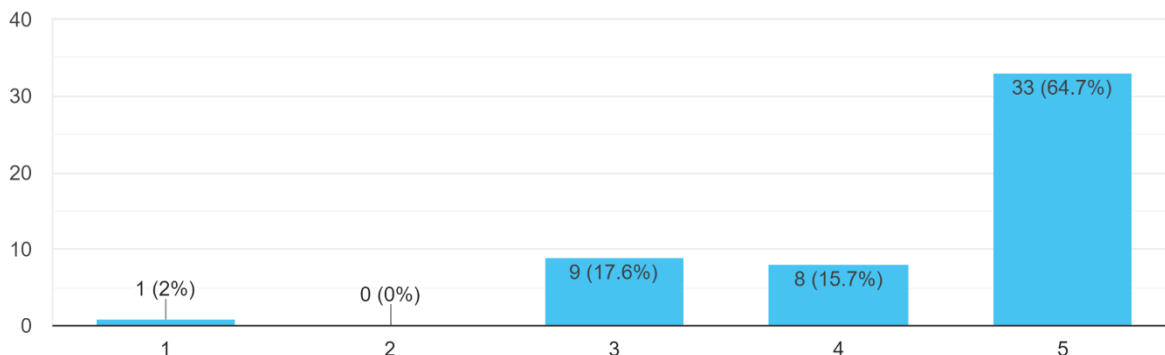
In terms of communication, 66.7% (33 employees) rated their satisfaction with the level of communication regarding employee engagement matters as very high, indicating the management’s efforts to keep employees informed and involved are largely successful. However, one employee’s rating of dissatisfaction points to a potential gap that could be addressed to ensure that all employees feel equally informed.

When it comes to handling conflicts and resolving issues within the team, 64.8% (33 employees) again expressed a high level of satisfaction, suggesting that supervisors at GAO Tek Inc. are generally perceived as effective in managing team dynamics and fostering a harmonious work environment. The small number of employees who rated this aspect lower-3.9% (2 employees) for

“poorly” and 19.6% (10 employees) for “neutral”-highlights an opportunity for supervisors to develop stronger conflict resolution skills to support all team members.

How satisfied are you with the level of communication between management and employees regarding matters related to employee engagement at GAO Tek Inc.?

51 responses



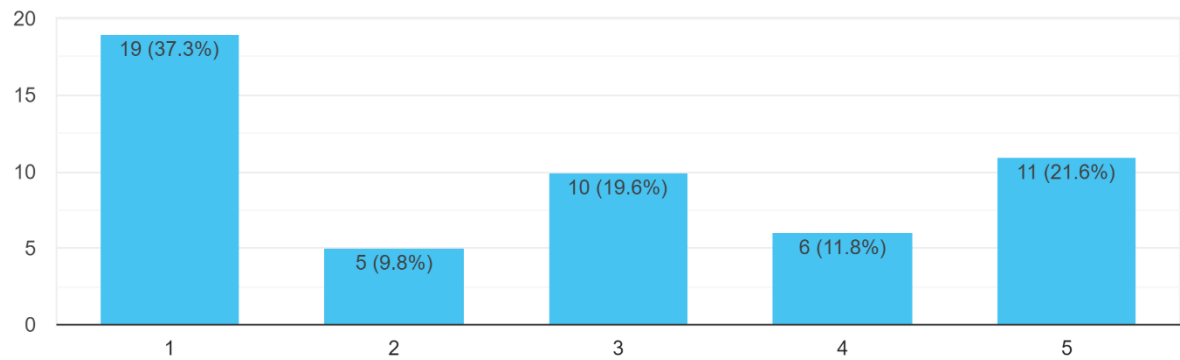
4.12 Employee Recognition at GAO Tek Inc.

The survey paints a complex picture of how contributions are perceived by supervisors. A significant 37.3% (19 employees) feel their efforts are rarely overlooked, suggesting a culture that generally acknowledges achievements. However, 10.8% (5 employees) feel their work goes unrecognized often, and 19.6% (10 employees) sometimes feel unnoticed. This indicates a disparity in recognition practices across different supervisors or departments.

While GAO Tek Inc, has a foundation of recognizing employee contributions, the survey data suggests room for improvement to ensure consistent and fair acknowledgement across the board. This could include regular feedback sessions, employee of the month awards, or public acknowledgements in company meetings.

How frequently do you feel your contributions go unnoticed or unacknowledged by your immediate supervisor?

51 responses

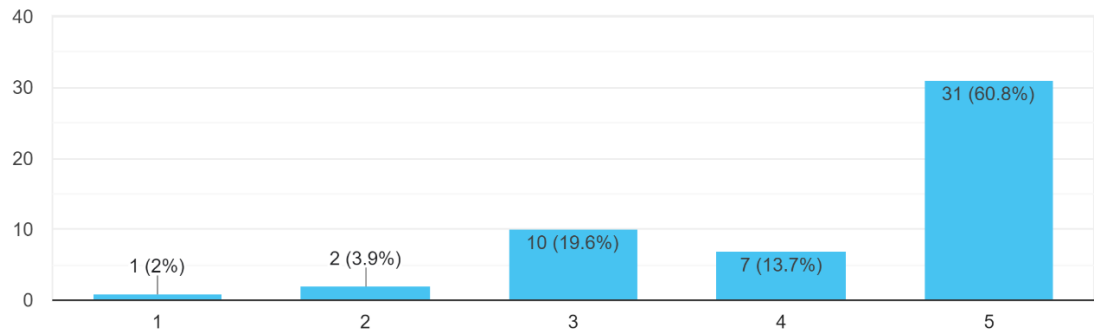


4.13 Encouraging Peer-to-Peer Recognition

The findings revealed a predominantly positive response. A singular vote was cast for the lowest rating of 1, indicating a negligible level of dissatisfaction with the recognition practices. Two votes were given for a rating for 2, suggesting minor concerns that warrant attention. Notable, 20% of the participants opted for a neutral rating of 3, reflecting a fair amount of ambivalence towards the program’s effectiveness. However, the majority sentiment leaned towards approval, with 7 employees awarding a rating of 4, and a significant 60.8%-amounting 31 individuals-bestowing the highest rating of 5. This overwhelming majority underscores a string endorsement of the recognition culture at GAO Tek Inc. highlighting it as a robust component of the organization’s employee engagement strategy.

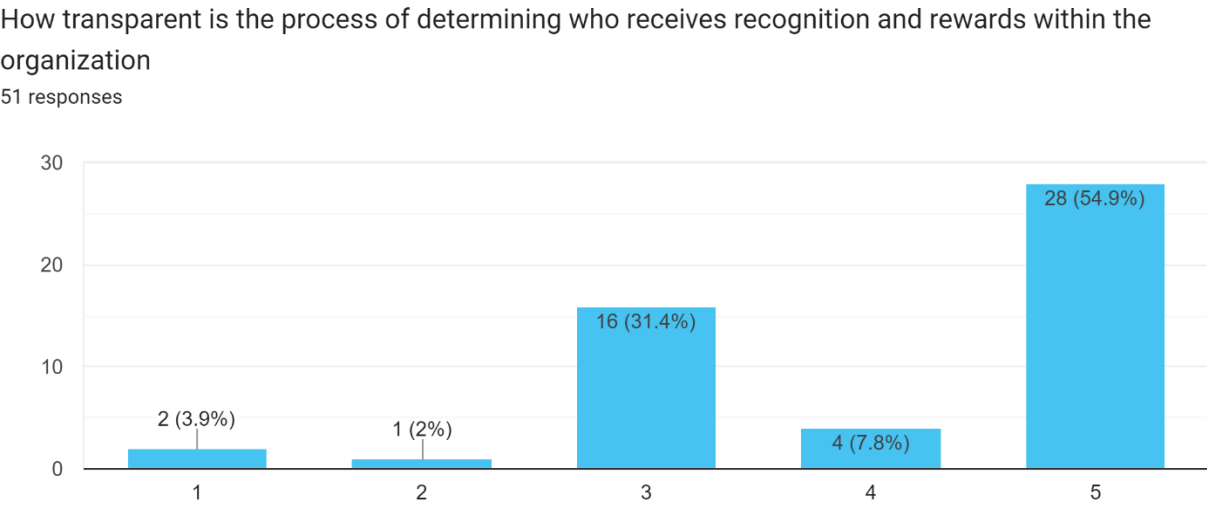
How well does GAO Tek Inc. encourages peer-to-peer recognition among employees?

51 responses



4.14 Transparency of Recognition and Rewards

A minority of workforce, represented by 2 individuals, perceived the process as opaque, rating it at the lowest on the transparency scale. Only 1 employee rated the process slightly higher at 2, indicating a marginally better perception. The middle ground was notable less populated, with 4 employees deeming the process moderately transparent, giving it score of 3. However, the majority view skews positively, with 116 employees rating the transparency at 4, and a competing 54.9%- which equates to 28 individuals-awarding the highest rating of 5. The dominant response signals a strong confidence in the clarity the openness of the recognition system, suggesting that over half of the surveyed employees find the process to be very transparent.

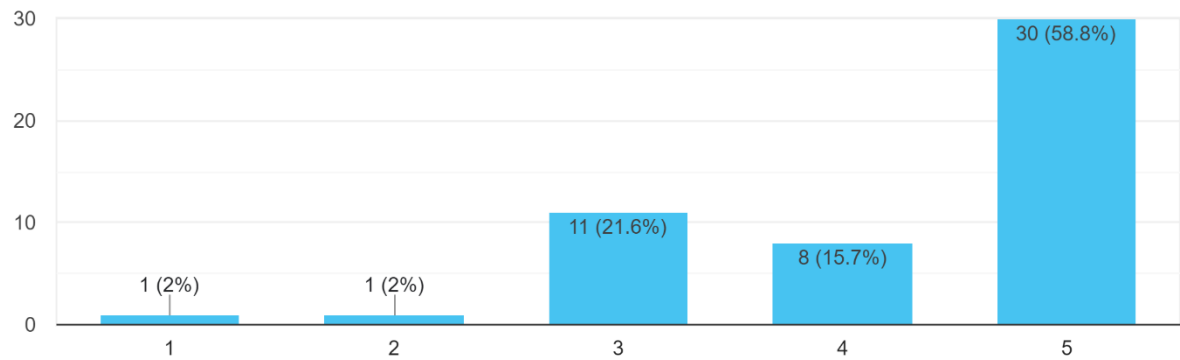


4.15 Participation in company-sponsored initiatives

The survey result indicates a strong inclination among employees to engage. A solitary employee rated their likelihood as minimal, with a vote of 1, and another employee rated it slightly higher at 2. A notable 21.6% equivalent to 11 employees, chose a neutral stance with a rating of three. Meanwhile, 15.7% of the workforce, represented by 8 employees, expressed a higher likelihood of participation, rating it at 4. The most significant finding is that a majority of 58.8%, which translates to 30 employees, demonstrated the highest level of eagerness to participate, with a top rating of 5. Majority of employees at GAO Tek Inc. are highly likely to actively participate in initiatives designed to enhance employee engagement, such as team-building events and recognition programs.

How likely are you actively participate in company-sponsored initiatives aimed at enhancing employee engagement (e.g. team-building events, employee recognition programs)?

51 responses

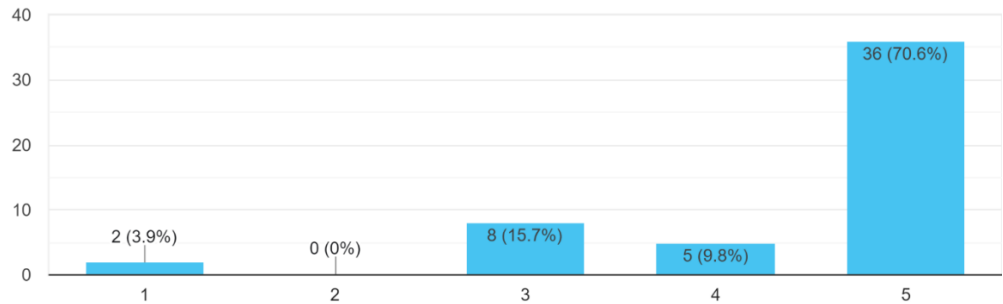


4.16 Facilitation of Two-Way Communication

The survey reveals a strong positive consensus among employees. While 2 individuals rated the communication as poor, no votes were cast for the second tier, indicating a lack of moderate dissatisfaction. A minority of 15.7% (2 employees) rated it as neutral, and a smaller segment of 9.8% felt that communication was good. The most compelling data comes from the 70.6% majority (36 employees) who rated the communication as very transparent. This overwhelming majority reflects a high level of satisfaction with the company’s efforts to maintain reflects a high level of satisfaction with the company’s efforts to maintain open lines of communication, where feedback and concerns can be freely expressed, demonstrating GAO Tek Inc.’s commitment to fostering an inclusive and responsive work environment.

How well does GAO Tek Inc. facilitate two-way communication, where employees can provide feedback and express concerns?

51 responses



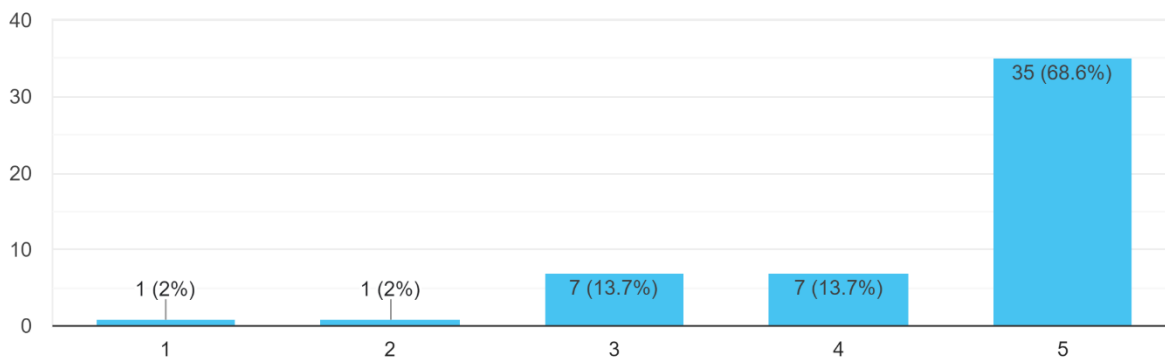
4.17 Employee Satisfaction with Communication

In an effort to gauge employee satisfaction regarding the clarity of effectiveness of communication of changes or updates within GAO Tek Inc., a single individual cast their vote for the option 1, suggesting a minimal level of dissatisfaction within the employee base. Representing a small fraction, 1 of the survey participants selected 2, indicating a slight degree of dissatisfaction. Seven respondents, making up 13.7% of the total, expressed a neutral stance, neither satisfied nor dissatisfied with the communication effectiveness. Another 13.7% of the employees reported satisfaction, reflecting a fair amount of contentment with the current communication processes. The majority, 35 of the votes, fell into rating 5 category, which translates to 68.6% of the participants expressing a high degree of satisfaction.

These findings suggest that while a small number of employees may have reservations about the communication clarity and effectiveness at GAO Tek Inc., the majority report a high level of satisfaction, indicating effective communication strategies overall.

How dissatisfied are you with the clarity and effectiveness of communication regarding changes or updates within GAO Tek Inc.?

51 responses



4.18 Employee Dissatisfaction with Communication Practices

The majority of employees expressed significant dissatisfaction, with 34% rating their dissatisfaction at the highest level of 5. This represents approximately 66.7% of the total workforce, indicating a substantial area for improvement in communication practices.

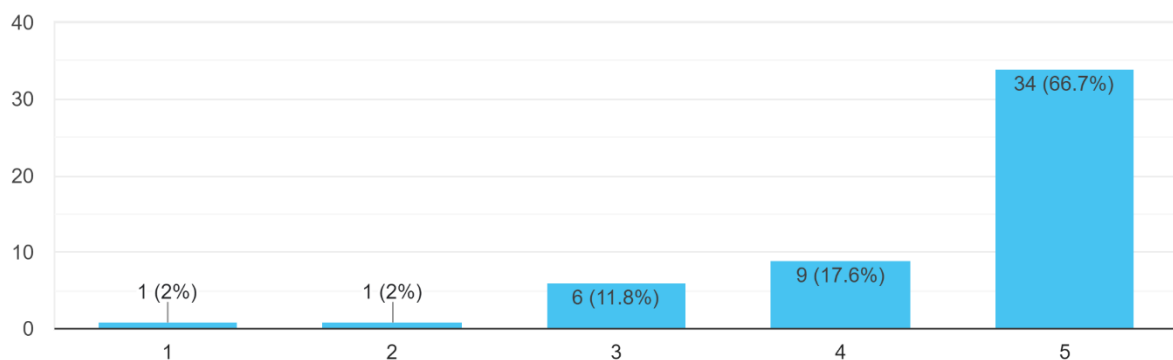
A smaller, yet notable, proportion of employees rated their dissatisfaction as 4. This suggests that while not completely dissatisfied, these employees see room for enhancement in the current communication methods.

Interestingly, a minimal number of employees expressed low levels of dissatisfaction, with 6 people choosing a neutral 3 and 1 employee each voting 2 and 1. These responses might reflect a segment of the workforce that is either content with the status quo or perhaps less affected by the communication practices in place.

The data indicates a clear trend towards dissatisfaction among employees, with a significant majority highlighting the need for improved communication strategies. Addressing these concerns could lead to enhanced employee morale and operational efficiency.

How would you rate your overall dissatisfaction within communication practices within the organization?

51 responses



4.19 Team Support Frequency at GAO Tek Inc.

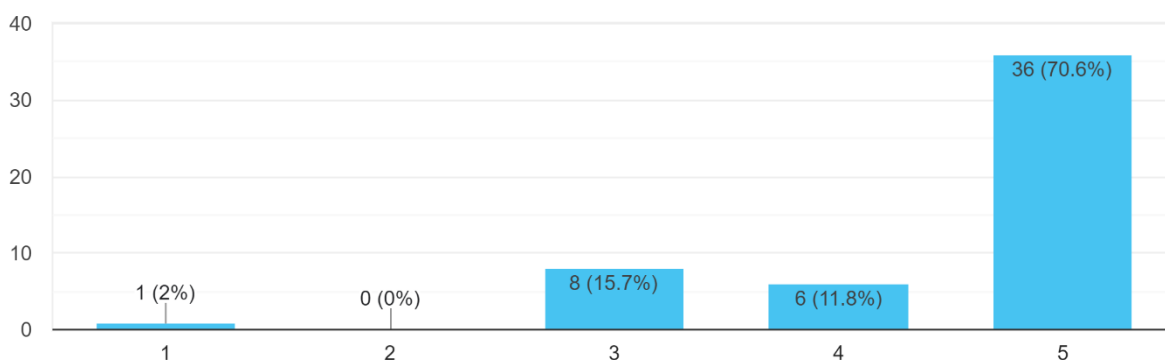
The survey aimed to understand the frequency of support and assistance provided among team members at GAO Tek Inc. The results are quite positive, with a significant majority of 36 employees (70.6%) rating support frequency at the highest level of 5. This indicates a strong culture of collaboration and mutual aid within the organization.

A smaller group of 6 employees (11.8%) rated their experience with a 4, suggesting that while generally receive good support, there might be occasional lapses or areas for improvement. Only

one employee rated the support at the lowest level of 1, and no one voted for 2, which could imply that instances of inadequate support are rare or isolated.

The data reflects a commendable level of peer support within GAO Tek Inc., with the vast majority of employees feeling well-supported by their colleagues.

How often do team members provide support and assistance to each other when needed?
51 responses



4.20 Feedback and Decision-Making Opportunities

The survey results indicate that GAO Tek Inc. is highly effective in promoting employee feedback and participation in decision-making process. A commanding 72.5% of employees rated the company with the highest score of 5, showcasing a strong culture of inclusivity and open communication.

A smaller yet significant number of employees, 6 people (13.7% of the workforce), gave a rating of 4, reflecting a positive, though slightly less enthusiastic view of the company's efforts.

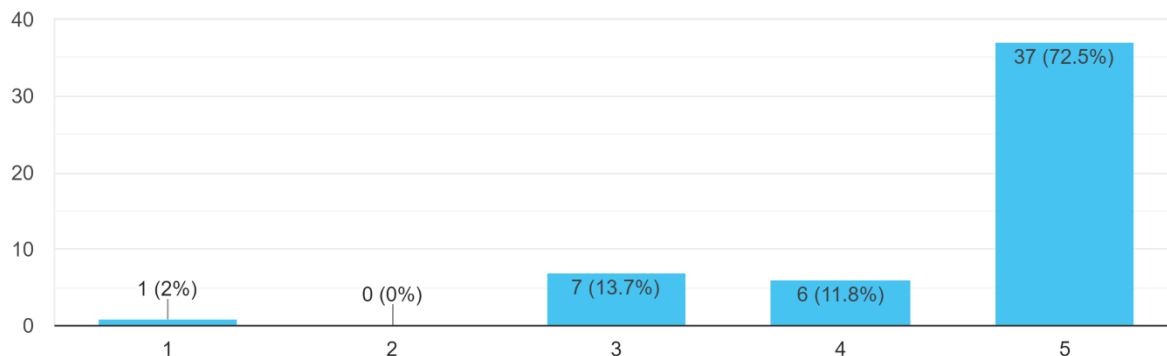
The neutral score of 3 was chosen by 7 employees, suggesting that while they recognize the opportunities provided, there may be room for improvement in making these processes more impactful or visible.

Only one employee rated the company with the lowest score of 1, indicating a rare but present dissatisfaction with the current practices.

The overwhelming majority of positive responses underscores the company’s successful approach to engaging employees in feedback and decision-making, which could be a driving factor behind its operational success and employee satisfaction.

How effectively does GAO Tek Inc. promote opportunities for employees to provide feedback and contribute to decision-making processes within the company?

51 responses



4.21 Conflict Management

The survey results on conflict management within teams at GAO Tek Inc. reveal that the majority of employees (41 people or 80.4%) are satisfied with how conflicts and disagreements are managed, giving it the highest satisfaction rating 5. This indicates that the company has effective conflict resolution strategies in place.

A smaller group of 5 employees (9.8%) rated the management of conflict with a 4, suggesting they are generally satisfied with some minor reservations.

4 employees (7.8%) chose a neutral 3, indicating an average handling of conflicts, neither particularly good or bad.

Only one employee felt that the team manages conflict poorly, giving a rating of 1. No employees voted for 2, which could imply that there is little to no concern about the company’s conflict management effectiveness among the majority.

The data points to a strong capability within the company to manage conflicts effectively, as perceived by a vast majority of the employees at GAO Tek Inc.

4.22 Adaptability to Change at GAO Tek Inc.

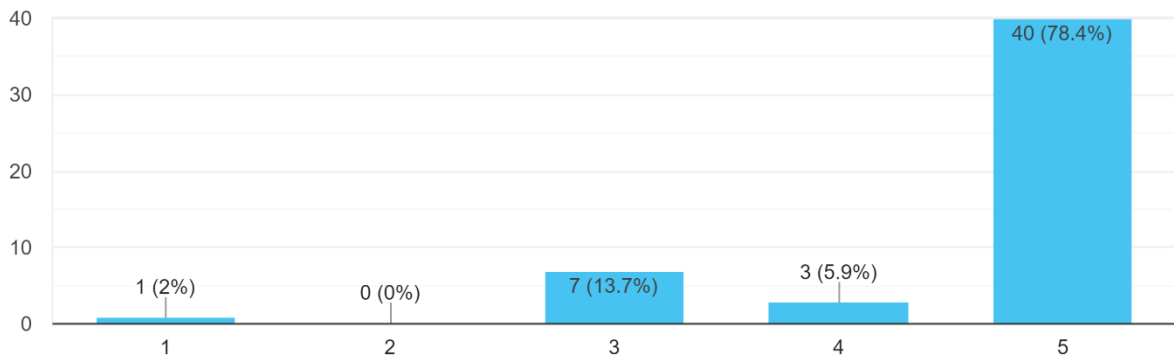
The survey conducted to evaluate the team's adaptability to change and challenges at GAO Tek Inc. yielded insightful results. A vast majority of the employees (4 people or 78.4%) believe the team adapts very effectively, giving the highest rating of handling dynamics challenges. A minority of 3 employees (5.9%) rated the adaptability with a 4, including a generally positive response with slight reservations.

7 employees (13.7%) chose a neutral 3, which may point to a perception of average adaptability, where there is room for improvement. Only 1 employee rated the team's adaptability as very poor with a 1, highlighting a potential outlier or a specific area of concern that may need to be addressed.

The data reflects a strong adaptability to change within GAO Tek Inc., as perceived by the majority of the employees. This characteristic is essential for thriving in today's fast-paced work environment.

How poorly does your team adapt to changes and challenges in the work environment?

51 responses



Findings

- Communication between different departments needs enhancements for smoother Operations.
- Employee seek more clarity on career progression and promotion criteria.
- The current performance evaluation system is perceived as not only entirely transparent of fair.
- Work-Life balance is a concern, with some employees reporting long working hours.
- Feedback from lower-level staff is not consistently acknowledged or acted upon by management.
- The on boarding process for new hires requires a more structured approach.
- Cross-departmental projects often face delays due to bureaucratic hurdles.
- There is a lack of diversity in leadership positions, affecting the inclusivity of the workplace.
- The current approach of handling conflicts is not always effective, leading to unresolved issues.
- The frequency and relevance training programs do not align with the actual needs of employees.
- A majority of the staff appreciate the company's efforts in providing regular training sessions.
- The team spirit within departments is high, fostering a collaborative work environment.
- There is a strong sense of job security among the employees.
- The company's commitment to technology innovation is well-recognized and appreciated.

Chapter Five:

Recommendations &

Conclusions

5.1 Recommendations

I have thoroughly examined Chapter 4 and have developed a few solutions based on the results that will provide GAO Tek Inc. a competitive edge over other similar groups. In the dynamic landscape of today's workplace, organizations like GAO Tek Inc. are continually striving to enhance their operational efficiency and employee satisfaction. The following recommendations are derived from a thorough analysis of various facets of the employee experience, including job satisfaction, alignment with personal values, engagement, trust, work-life balance, and decision-making processes. These suggestions aim to bolster GAO Tek Inc.'s commitment that not only aligns with the personal and professional aspirations of its employees. By considering these recommendations, GAO Tek Inc. can continue to build upon its foundation as a forward-thinking employer that prioritizes the well-being and development of its workforce.

- Establish regular inter-departmental meetings to foster open dialogue and collaboration.
- Develop a transparent career path framework and communicate it clearly to all employees.
- Implement flexible working hours and remote work options where feasible.
- Create an anonymous feedback system to ensure all voices are heard and considered.
- Standardize the onboarding process with clear guidelines and support.
- Simplify approval process to accelerate project initiation and completion.
- Actively promote diversity I hiring and leadership development programs.
- Revamp the employee recognition program to celebrate individual and team achievements effectively.
- Train managers in conflict resolution and ensure timely interventions.
- Encourage innovation and flexibility in company policies and practices.
- Offer a variety of benefits options to cater to the diverse needs of the workforce.
- Tailor training programs to match the specific skill goals and interests of employees.
- Ensure company values are reflected in day-to-day operations and decision-making.
- Invest in modern communication tools to streamline information flow.

5.2 Conclusion

The internship at GAO Tek Inc. has provided profound insights into the intricate dynamics of employee engagement within a corporate setting. The company's Human resource Management approach serves as a testament to the pivotal role that strategic HR practices play in cultivating an environment where employees feel valued, involved, and connected to their work and the organization.

Throughout this report, I have explored various facets of GAO Tek Inc.'s HRM strategies-from leadership development and communication to recognition and teamwork. Each element is carefully interwoven to create a cohesive tapestry that supports and enhances employee engagement. The company's commitment and achievements are celebrated, has not only bolstered morale but also propelled productivity.

As an intern, the firsthand experience of these practices has been invaluable. Observing the positive outcomes of effective HRM policies has underscored the importance of a people-centric approach in the modern workplace. It is clear that when employees are engaged, they bring their best selves to work, driving innovation and leading the company toward success.

GAO Tek Inc.'s HRM approach is a powerful reminder that the heart of any organization is its people. By prioritizing employee engagement, companies can unlock the full potential of their workforce, creating a ripple effect that benefits individuals, teams, and the organization as a whole. As I conclude my internship, I carry with me not only the knowledge gained but also the inspiration to apply these principles in my future endeavors, confident in the transformative power of engaged employees.

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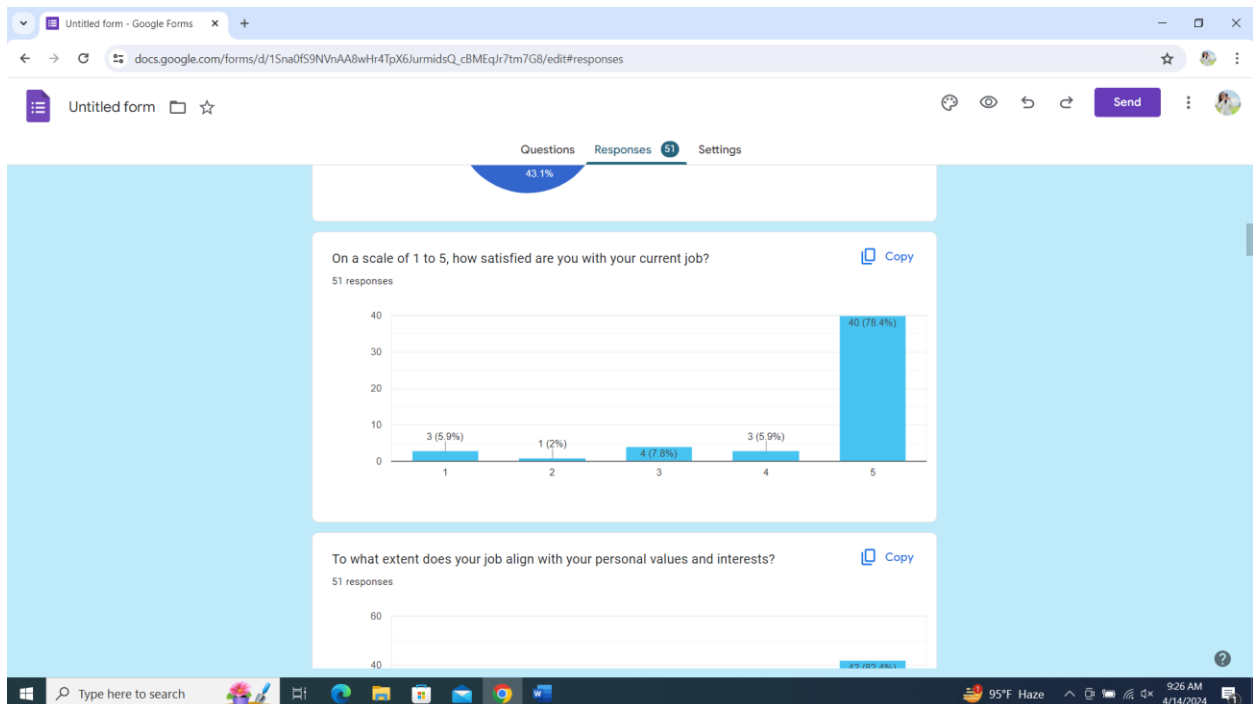
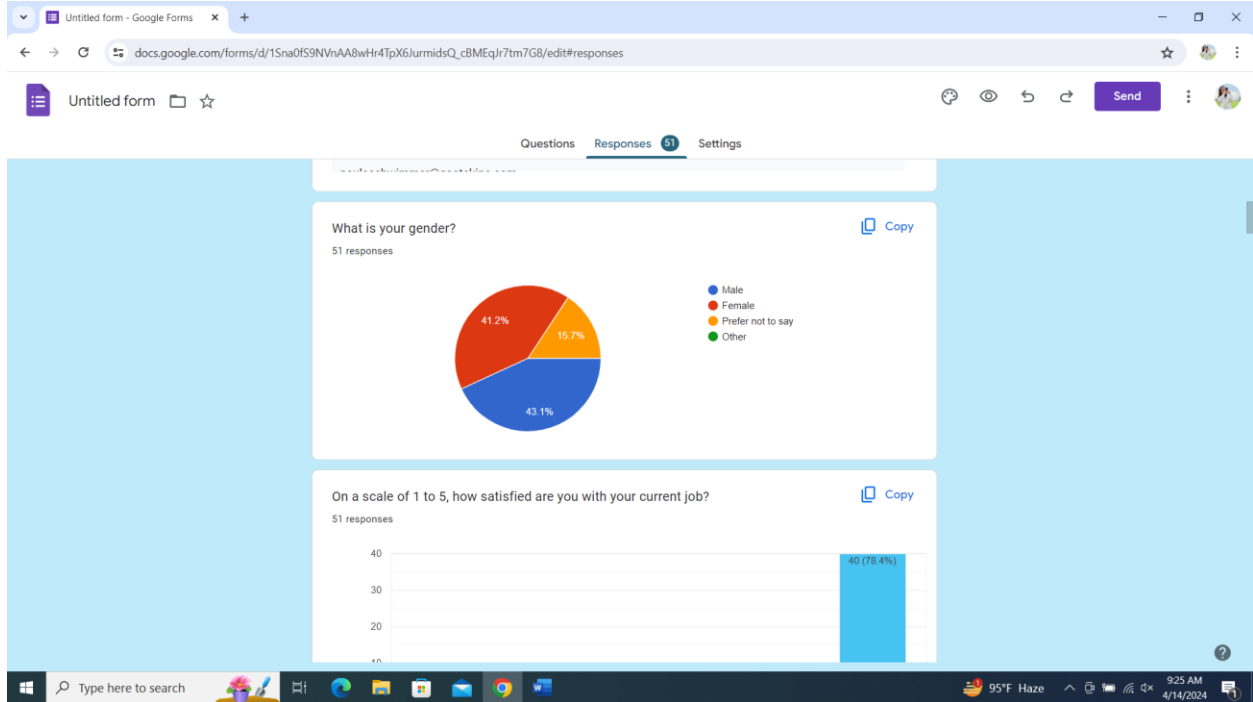
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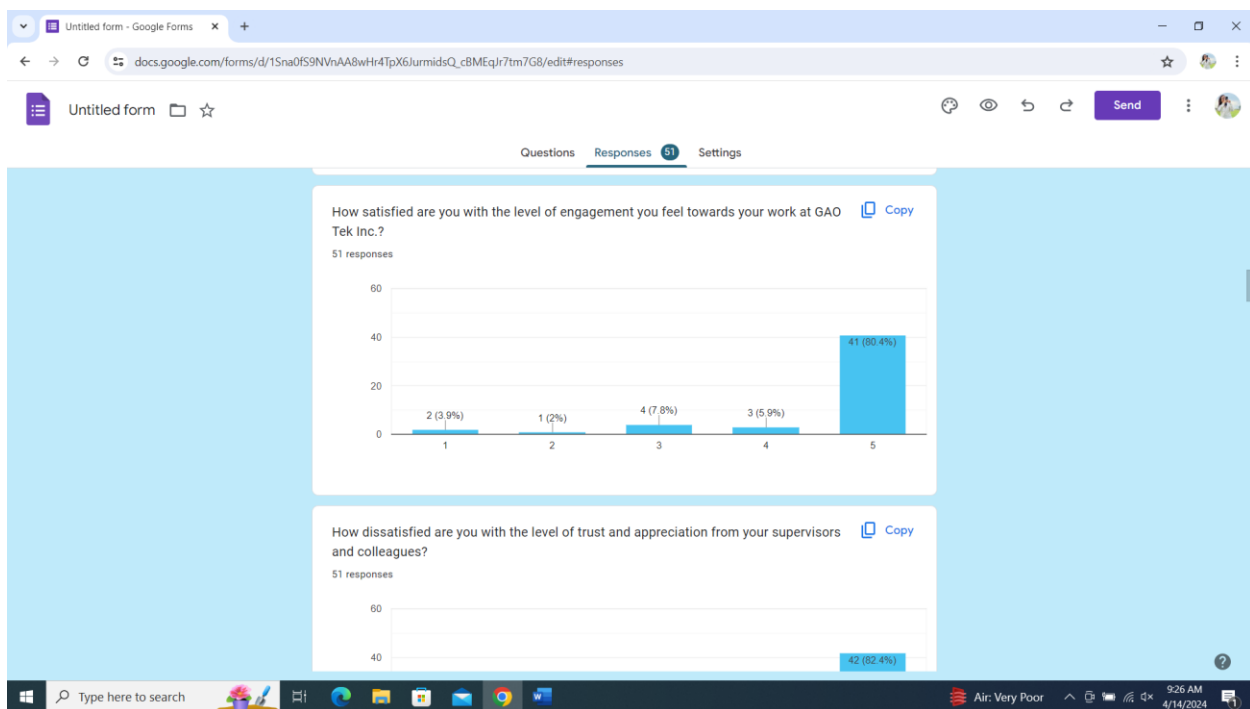
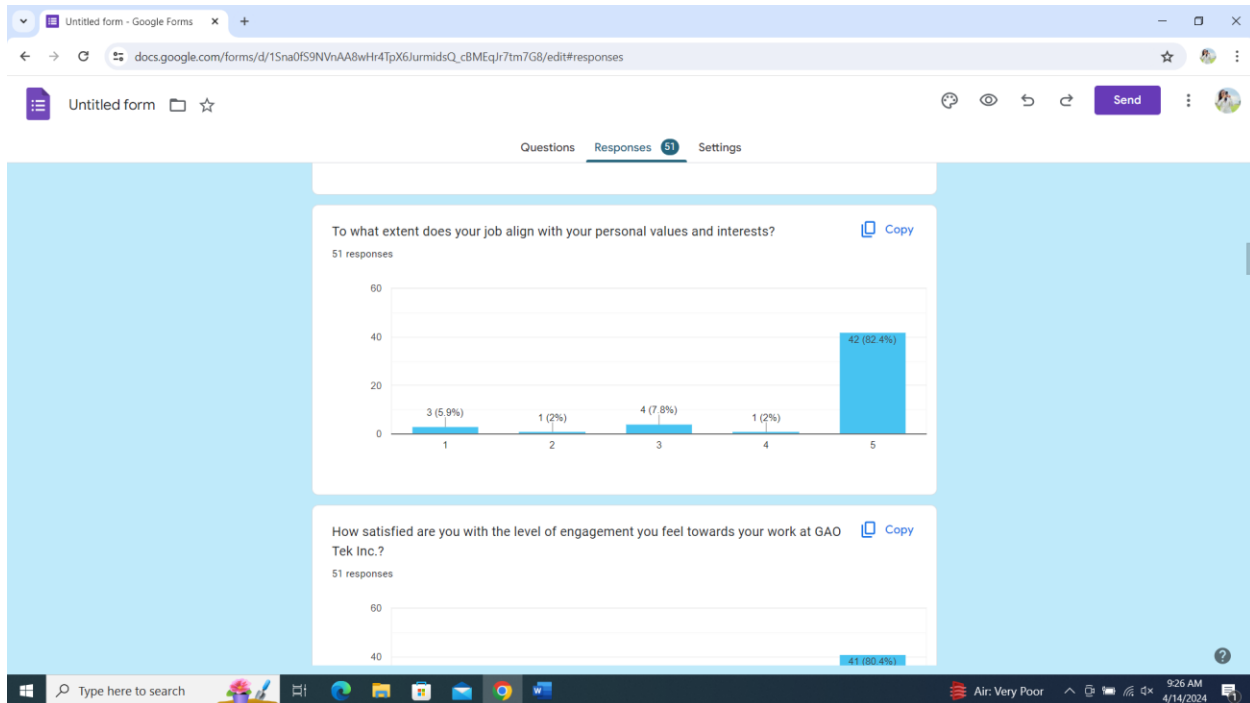
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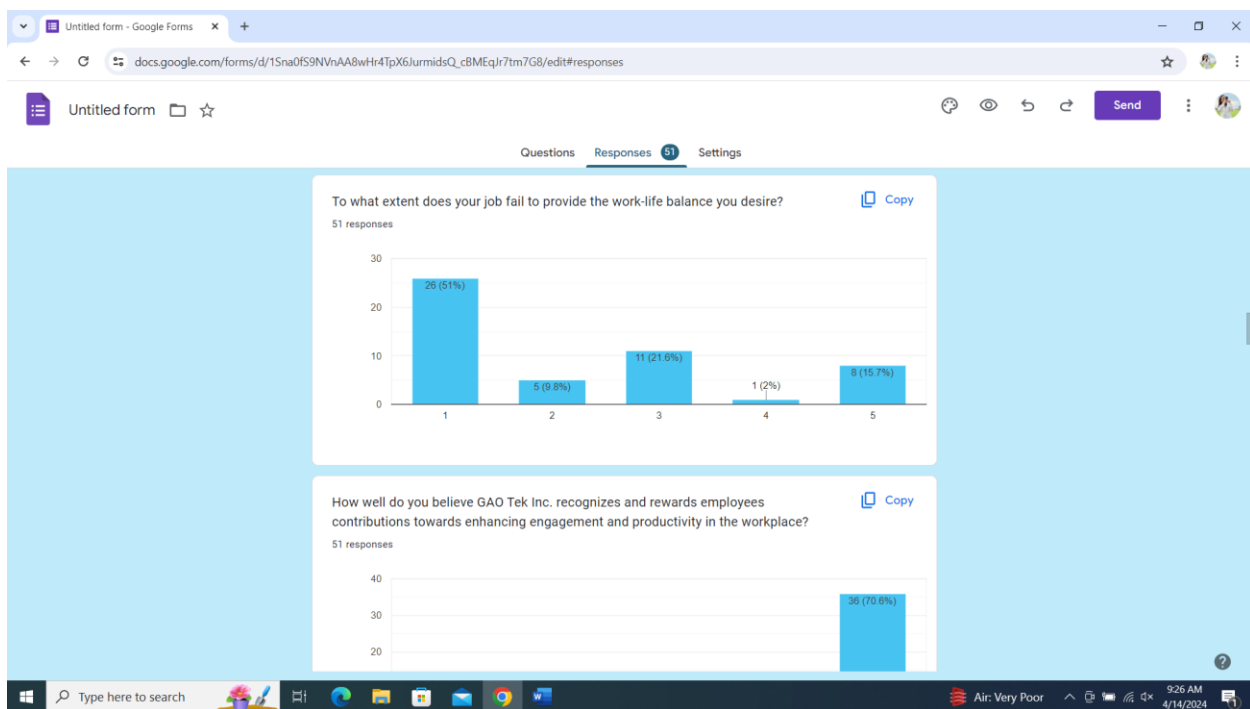
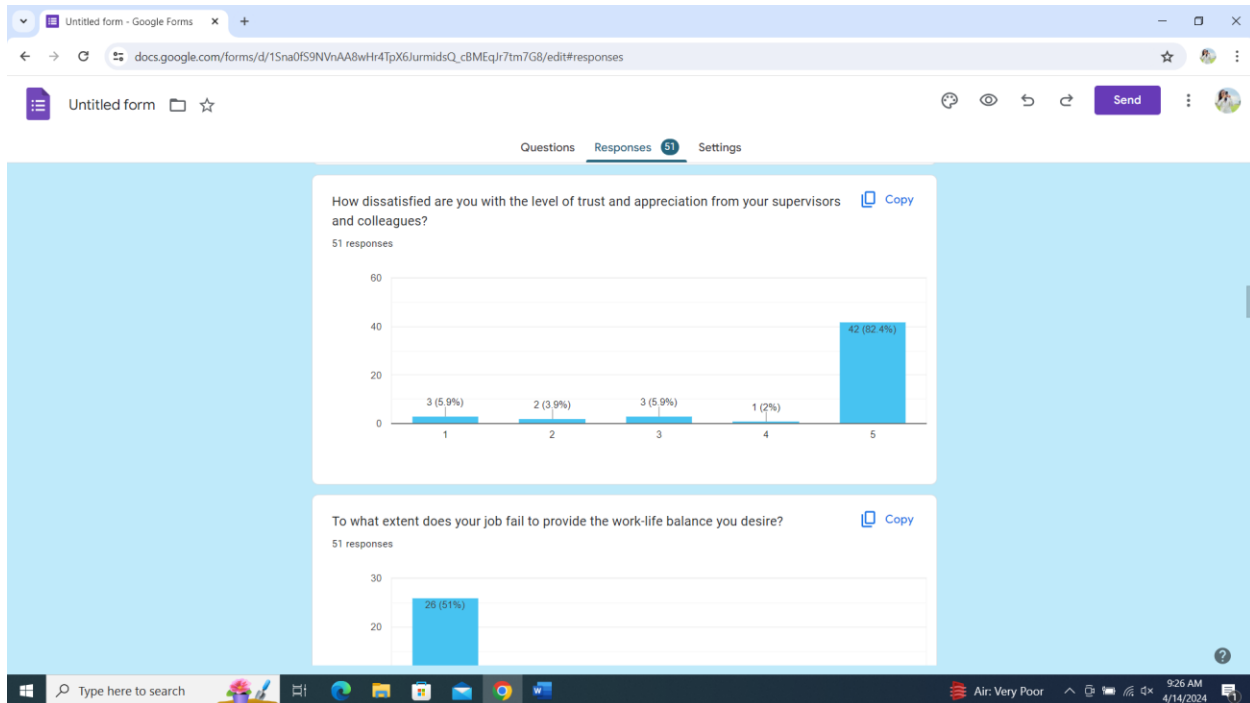
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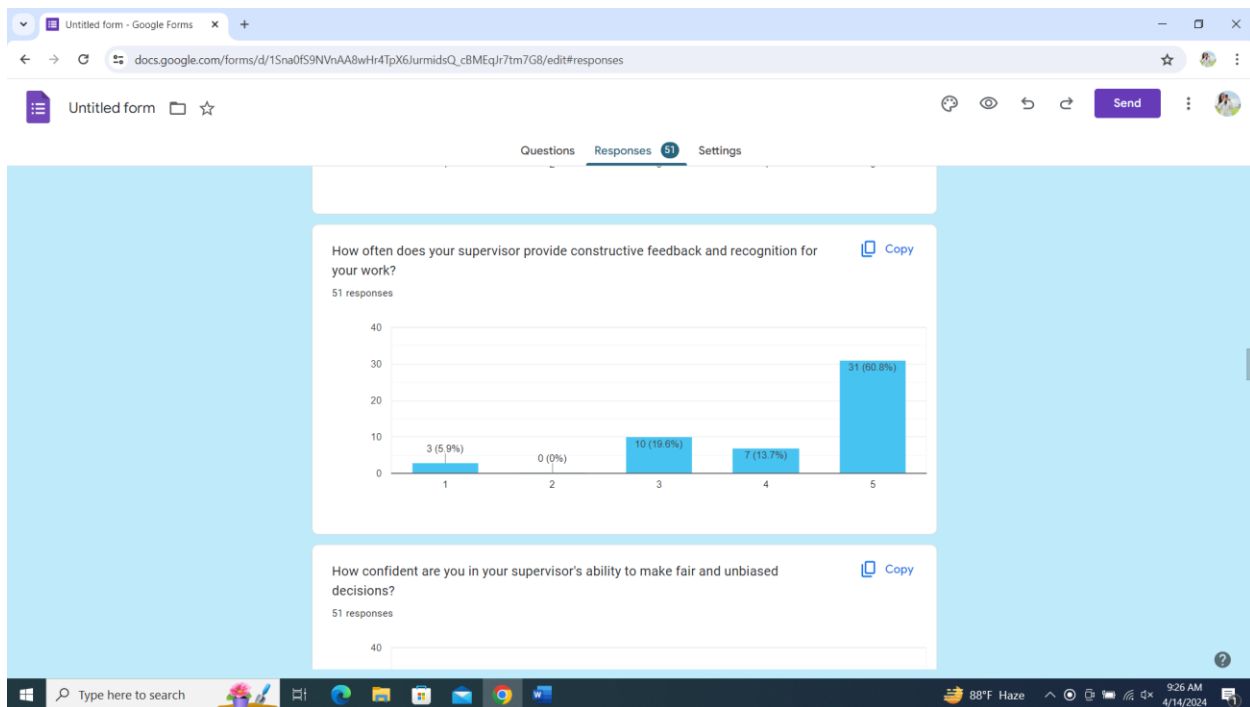
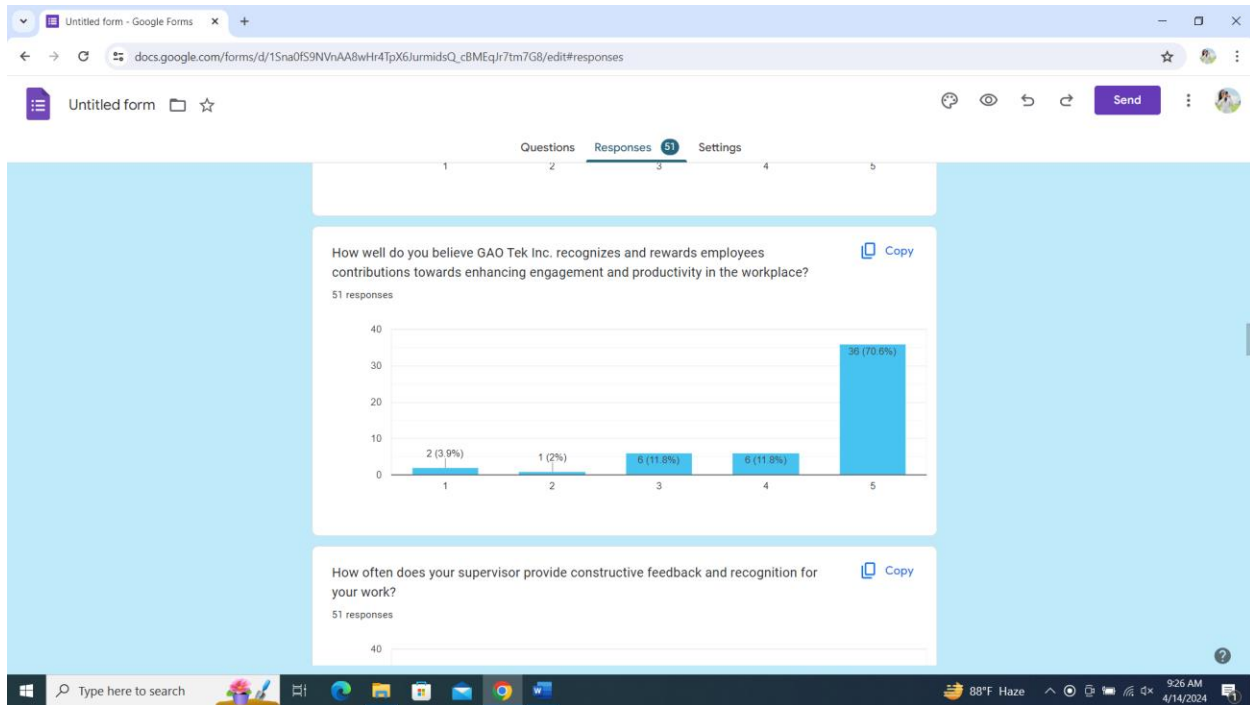
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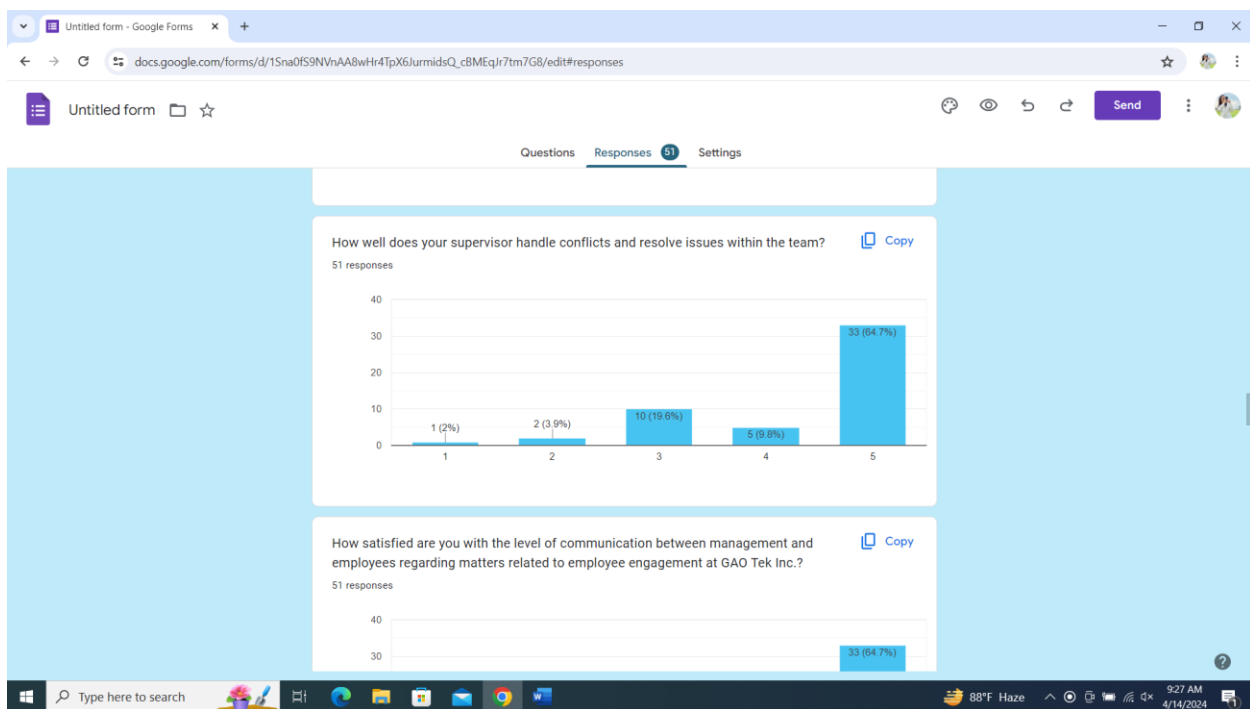
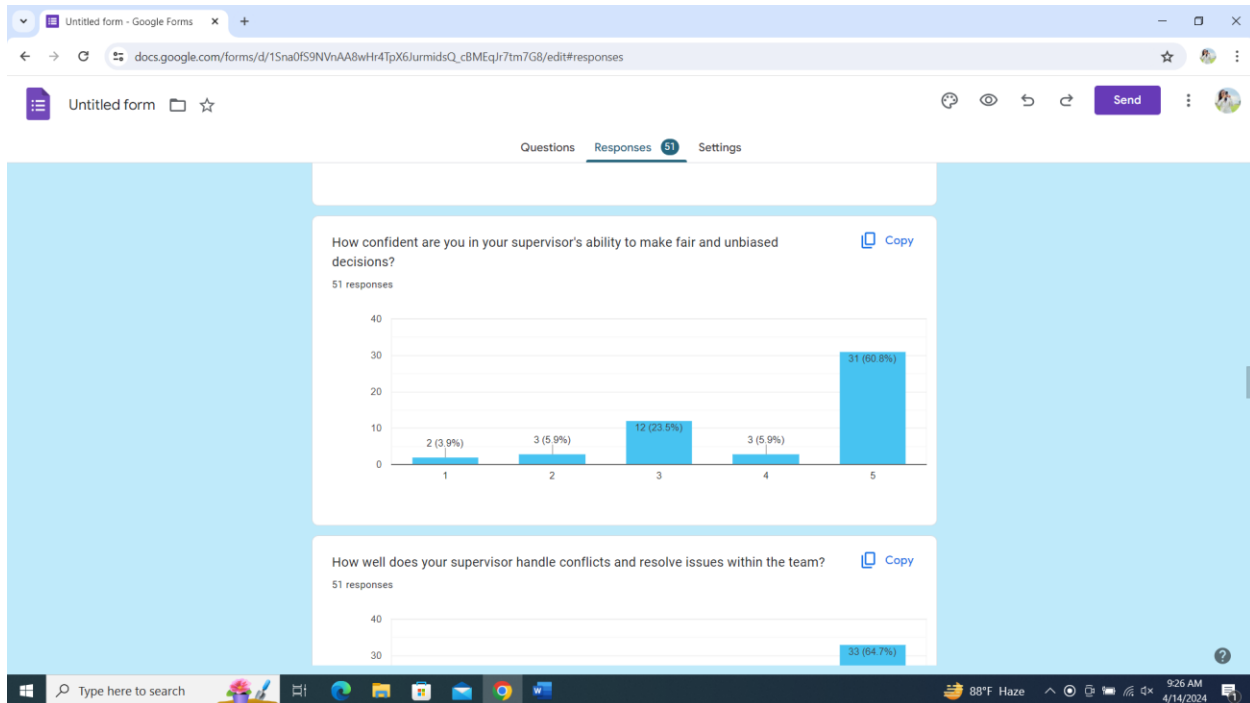
Appendix

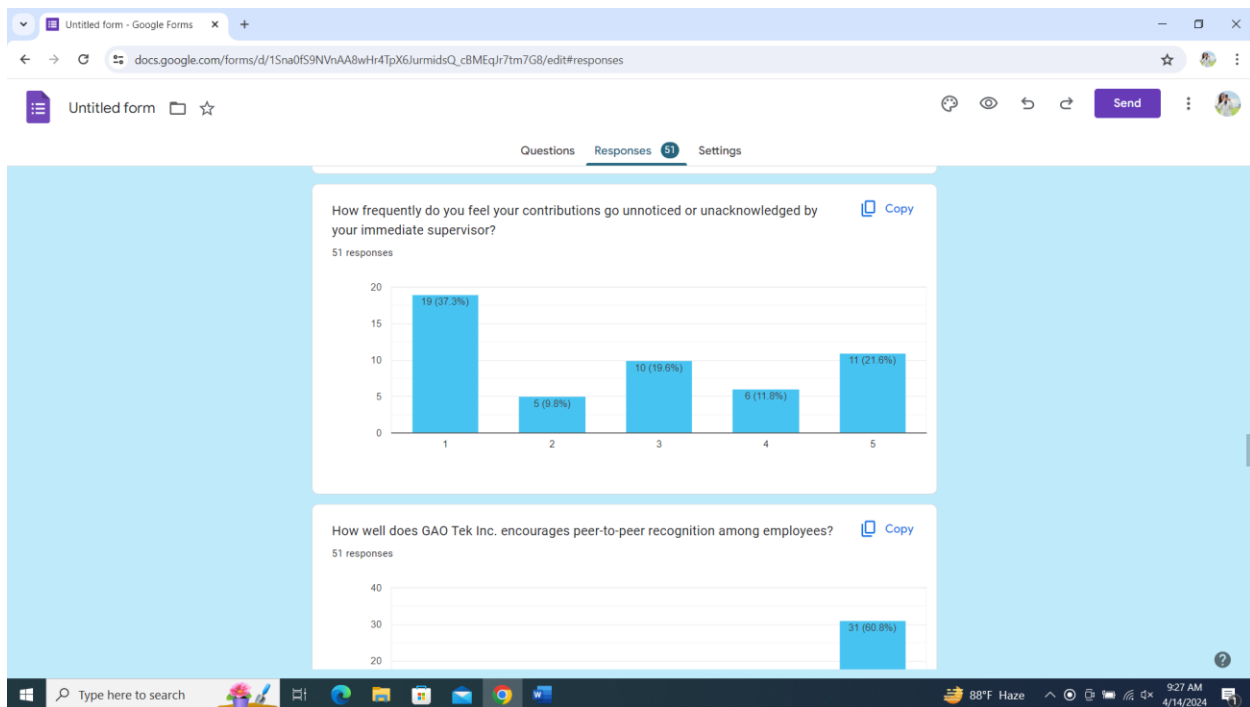
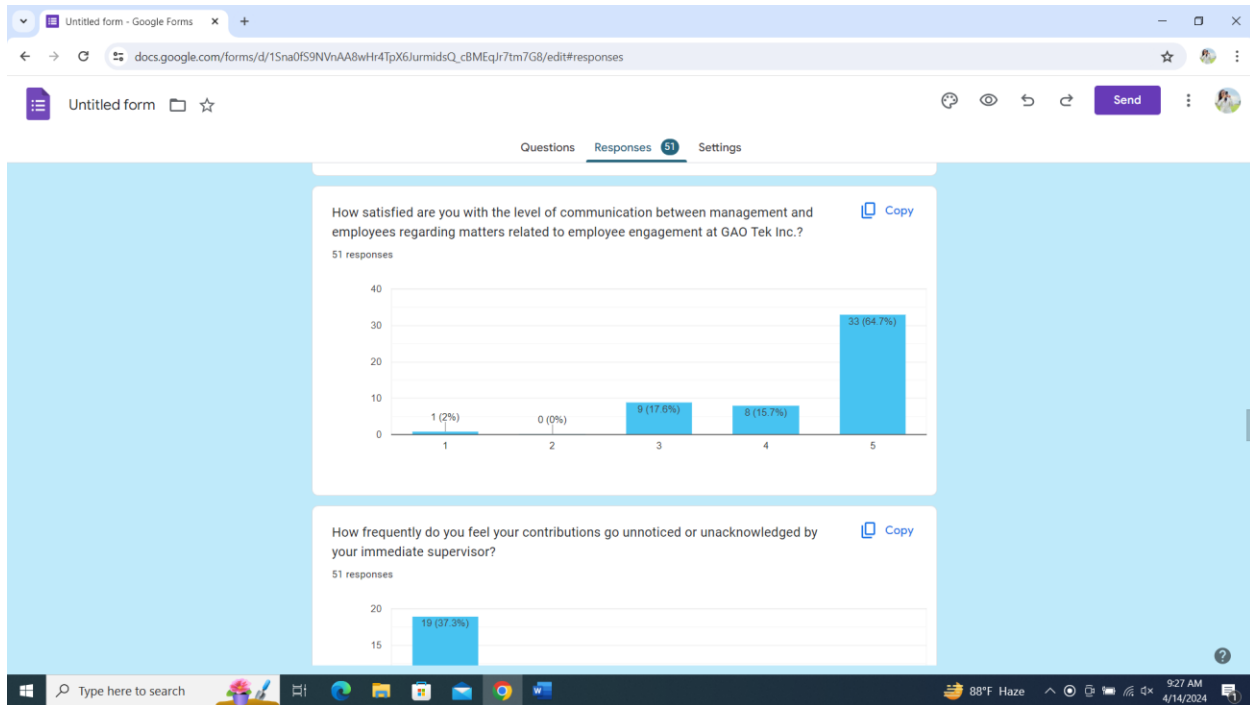


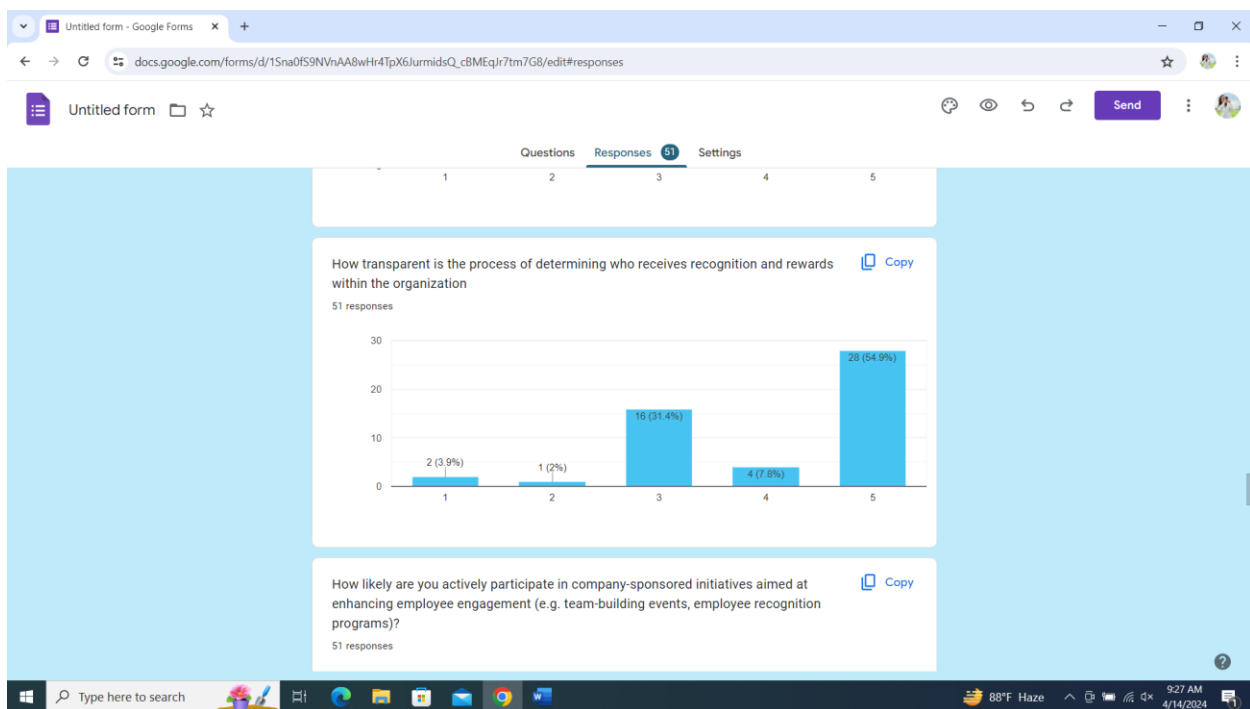
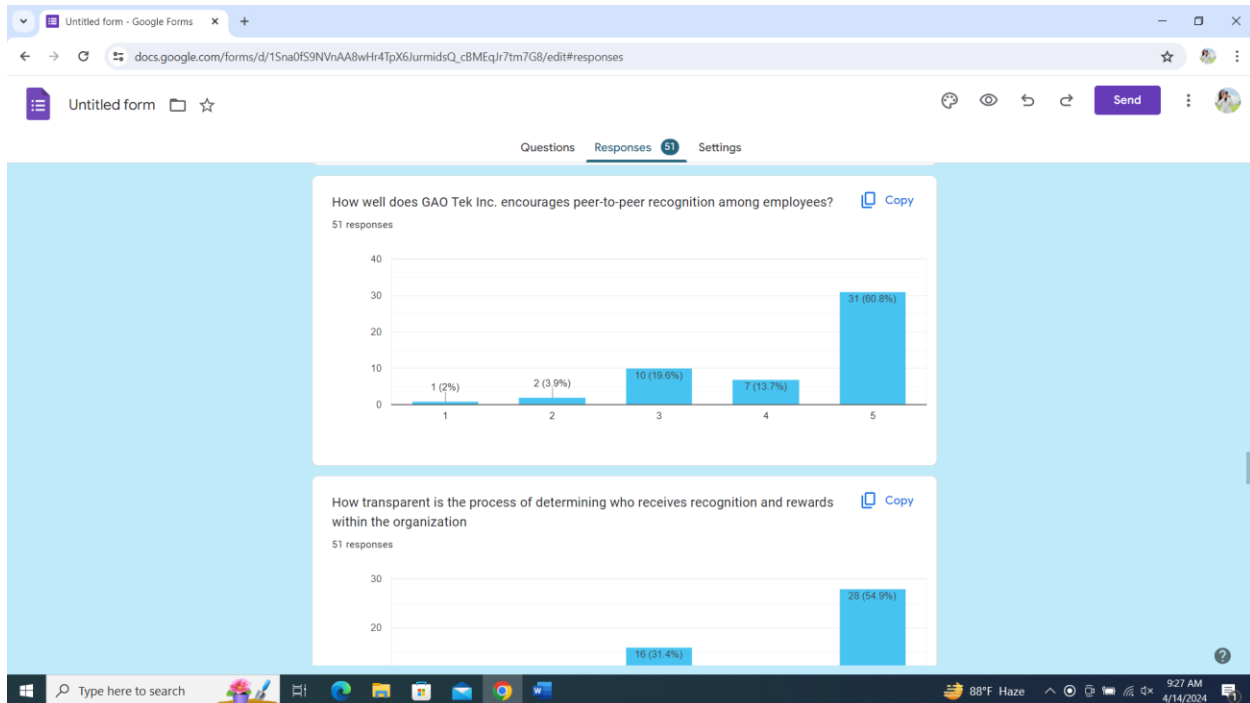


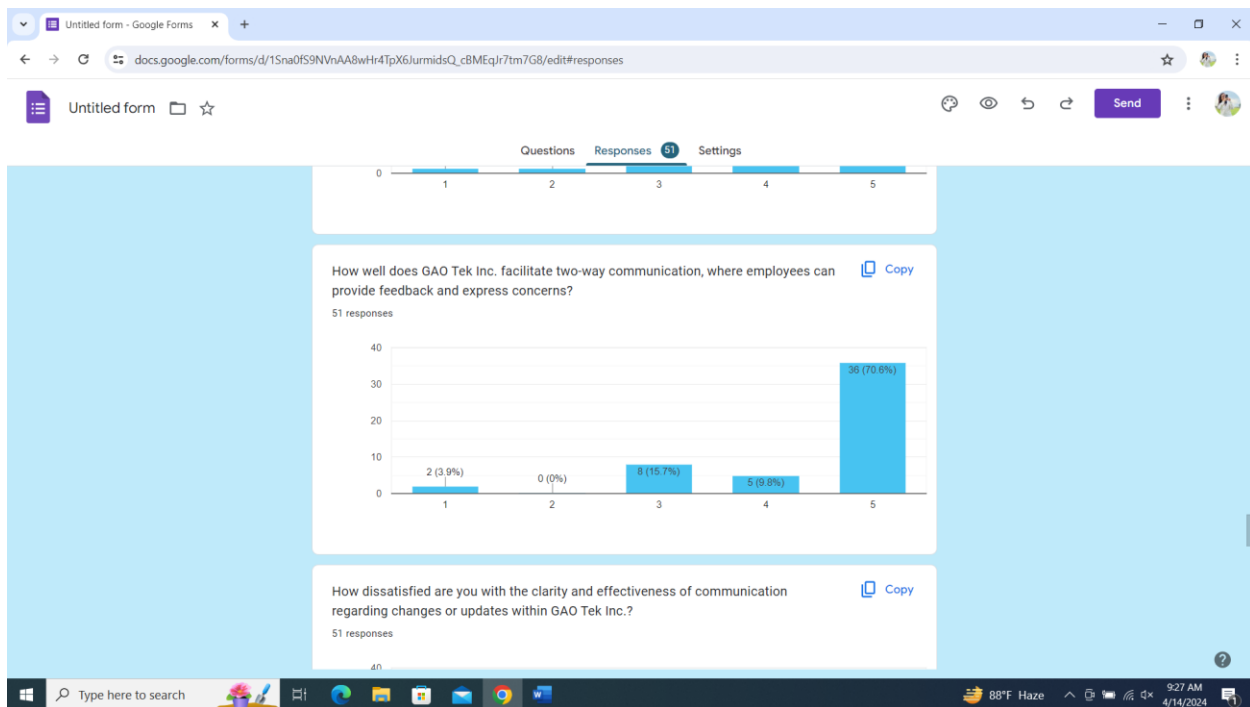
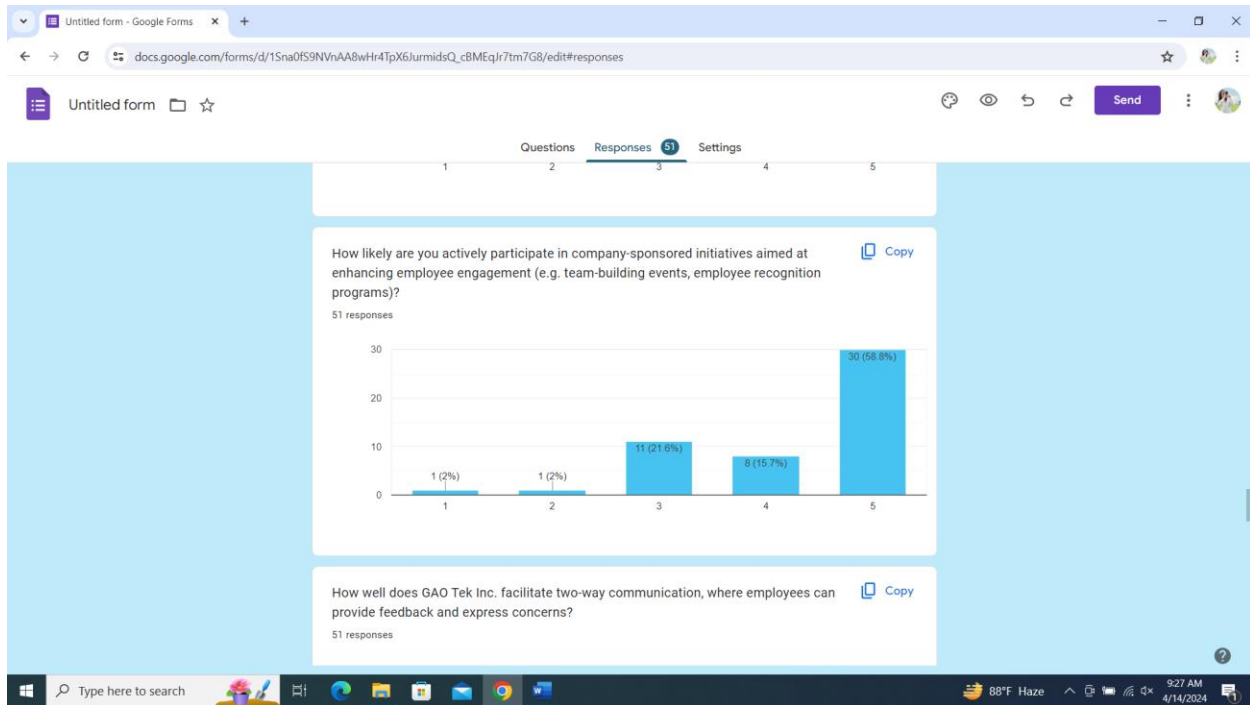


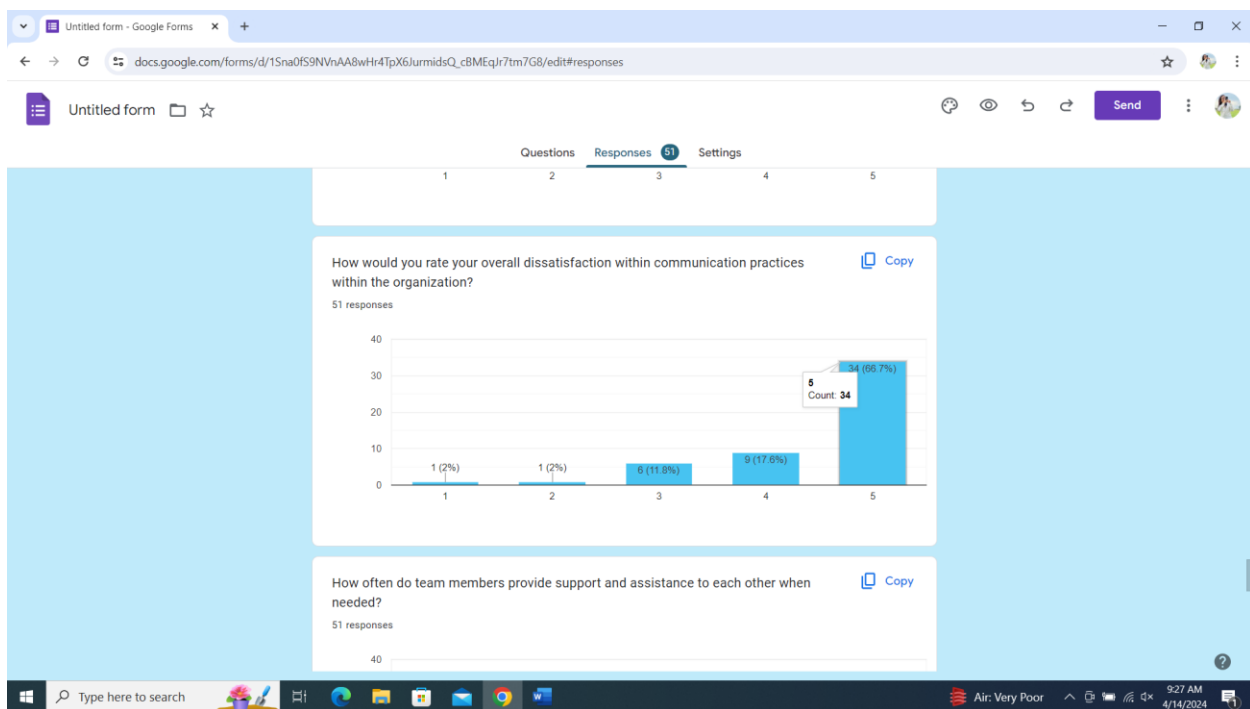
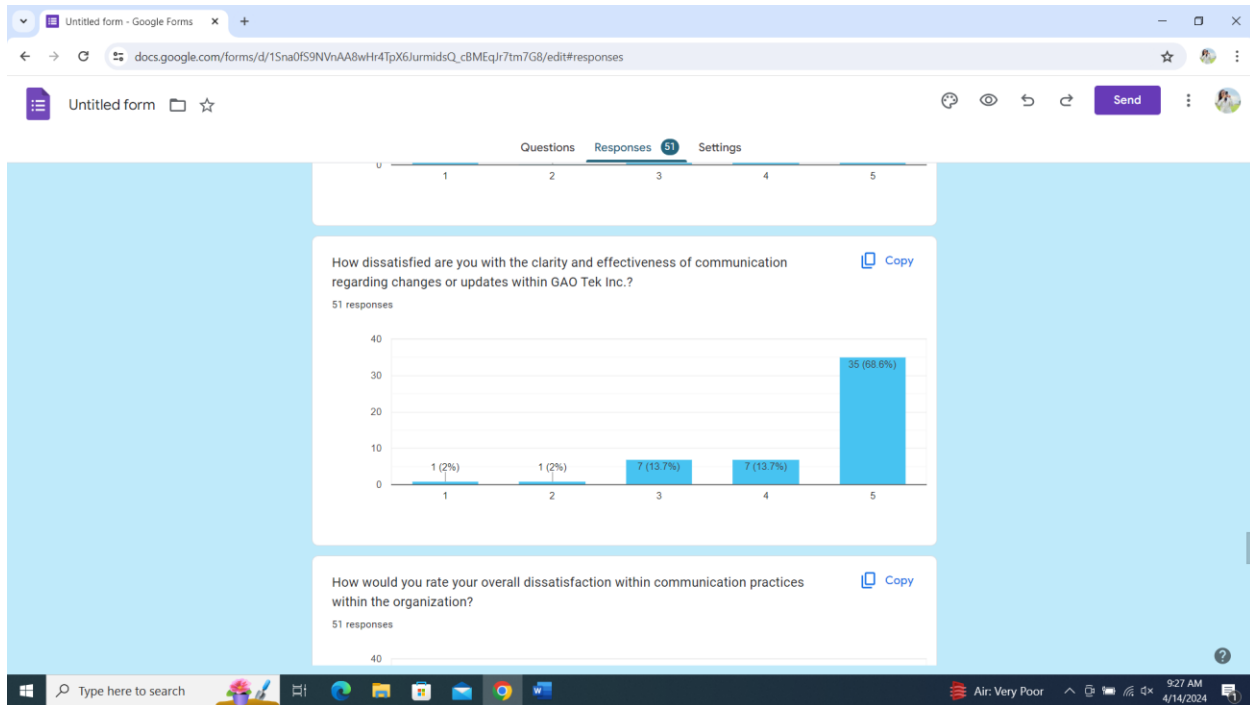


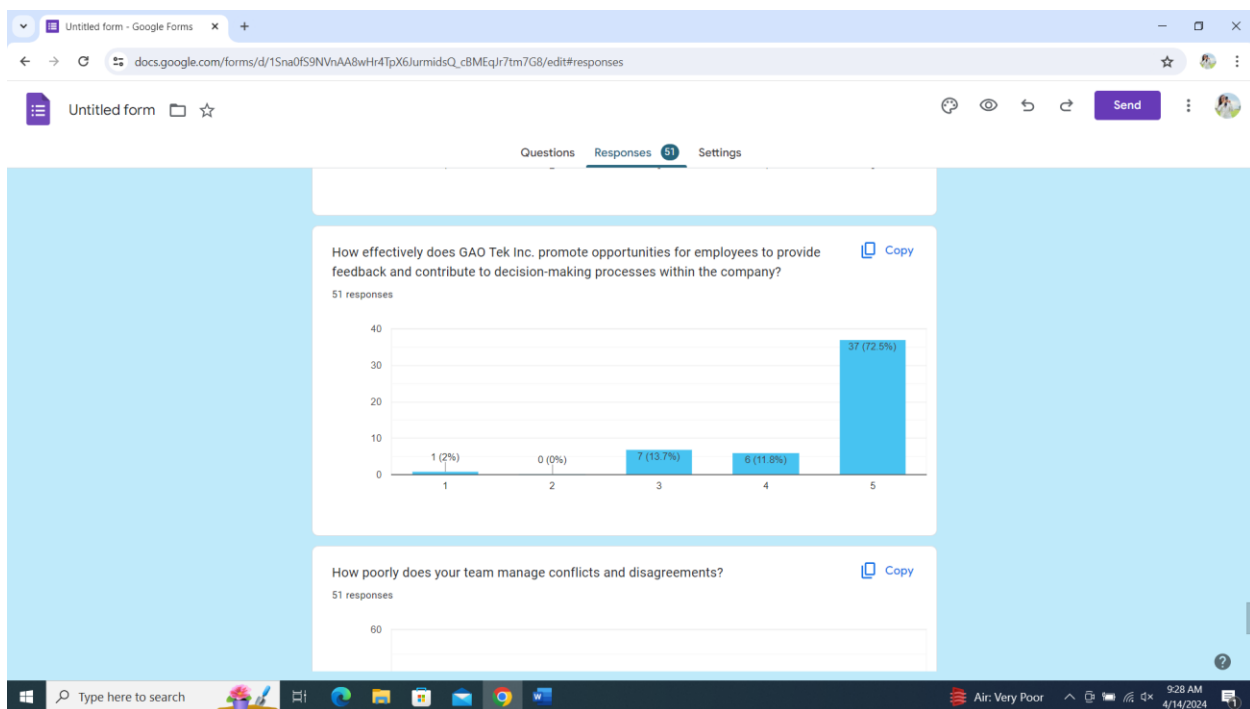
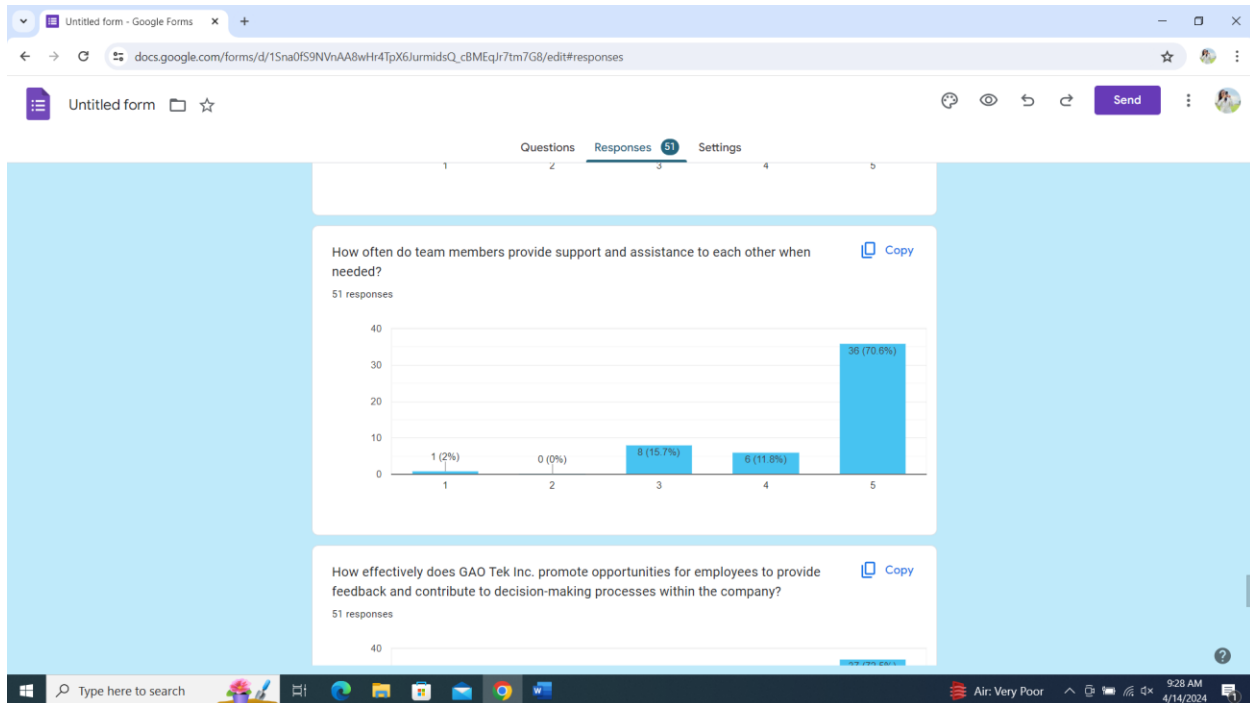


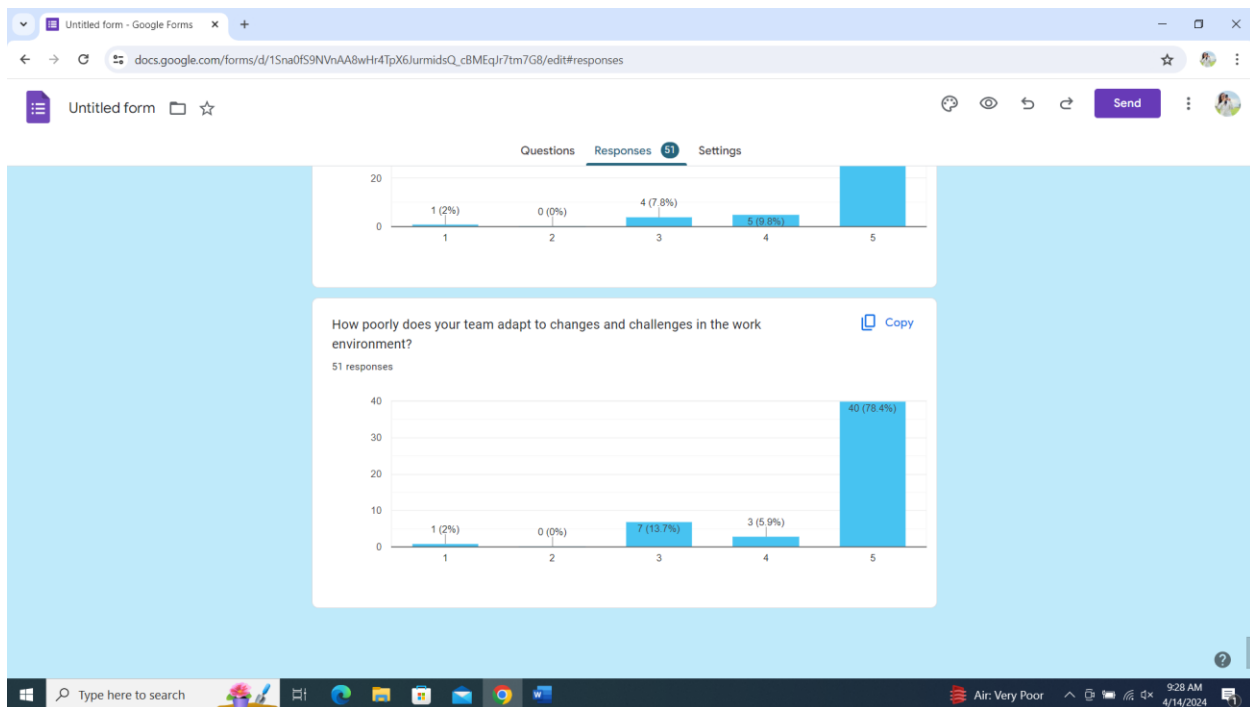
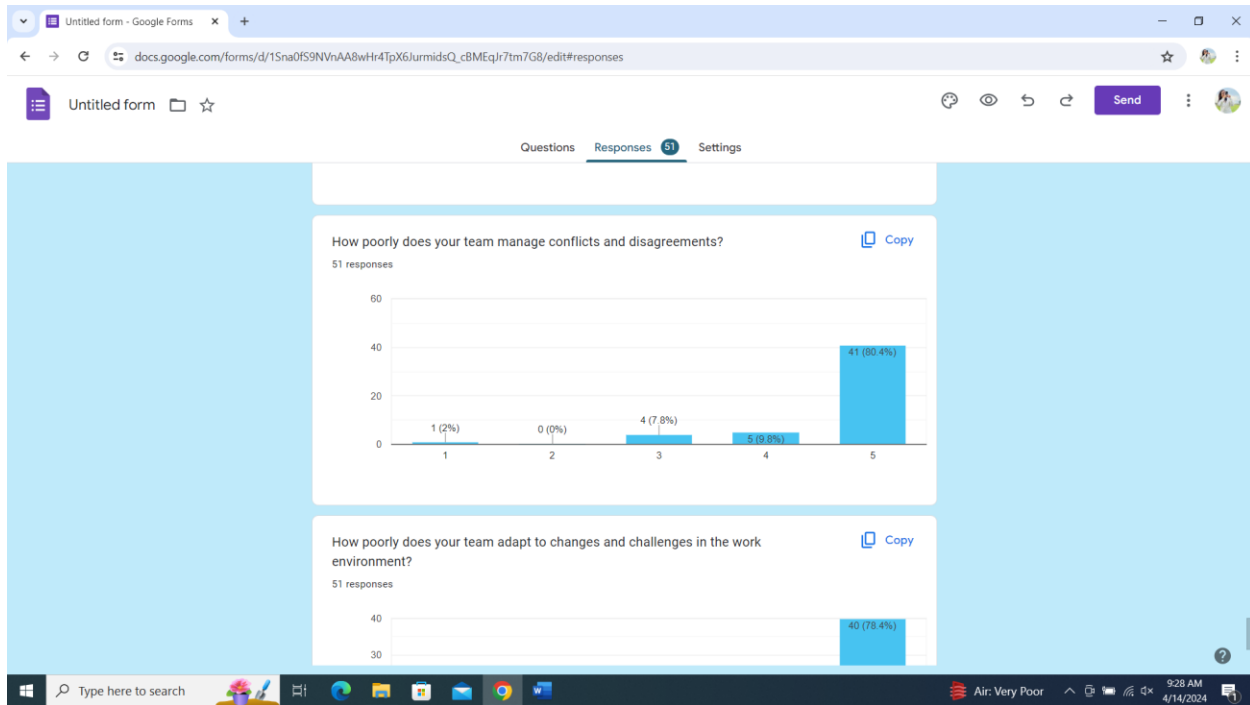














CERTIFICATE OF INTERNSHIP

This certifies that

Sirajum Munira Parisa

has successfully completed a Three-month Internship Program

Internship Coordinator

Paula

Training Director

Daniel

Given: 4th March 2024