BMGT464 Portfolio Two

Presentation to Mr. Daniel Chinn, Bon Vivant Specialties

Student Name

Name of your Consultancy

Date

Submitted to:

Instructor name

***(Remove all italicized instructions when using this template for your final report)***

***The objective to this document is to create a comprehensive OB analysis based on research data and information on which your presentation will be based and to which you as the consultant/presenter could refer for additional information as needed. This report should be approximately 1000-1200 words in length.***

I. **Introduction to (name your consultancy) and services provided.**

*You are a consultant who works with client companies to analyze their issues relating to behavior within the organization. Explain the skills, knowledge and experience you bring that support the services you provide. Relate to* ***at least 3 OB concepts****. For example, you can explain your experience in teamwork, class work, volunteer or paid supervision, networking through professional social media (LinkedIn), exposure to other cultures within an organizational setting, etc. When explaining those experiences, you might speak about cross-cultural communication, age diversity, motivation, team building, etc. An example of how to write this in third person objective voice is:*

*"DAB consulting specializes in assisting the transformation of organizations as they strive to achieve their market goals. Through identification of internal culture and behaviors that support as well as mitigate goal achievement, DAB consulting guides clients to maximize employee strengths, uncover and correct the root cause of employee-centered organizational weaknesses, and prepare for implementation of strategic plans. With experience particularly in developing the organization's internal culture, coaching and training in age-diverse relations and cross-cultural teamwork and communications, DAB consulting now presents the following recommendations for PetGourmand."*

II. **Analysis of PetGourmand**

*To provide a sample of your work to Mr. Chinn, you will analyze at least 3 critical incidents facing PetGourmand.* *Your purpose is* *to identify, document, analyze and assess behavioral issues and problems, which will lead into your recommendations in the next section.*

**Critical Incident #1 (name it)**

**Critical Incident #2 (name it)**

**Critical Incident #3 (name it)**

*Your analysis and assessment of these incidents must evidence understanding of the case's specific characters, context, incidents and circumstances. Avoid generalizations that might apply to similar cases available on the Internet or in previous courses.* ***Use our theories and concepts to explain your assessment of these incidents.*** *In addition to concepts from weeks 4-5 (required), consider also tying in concepts from weeks 1-3.*

**III. Recommendations**

*Propose and evaluate at least three recommendations, including OB strategies or interventions, that the organization could use to solve problems, address issues, and hence enhance cross-cultural team performance and effectiveness and based on key findings and ideas to maximize ongoing improvements to organizational performance and success. Include self-assessment team tools, training exercises, team development methods, or other similar resources.*

**REFERENCES**

*Draw data, information, and ideas from at least four required resources (at least two from each of Weeks 4 and 5) listed in the Course Schedule, plus at least four credible, authoritative, relevant outside sources for a total of* ***at least eight references****. Your outside references should show a mix of* ***credible*** *OB professional networks and associations (for example, Organizational Behavior Management Network, Society for Human Resource Management, Society for Organizational Behavior), scholarly and applied/practical sources,* ***largely drawn from UMUC’s Information Library System*** *(ILS), and including classic writings. Review APA citation materials and Tips on Research Sources in Course Content.* ***DO NOT USE DOT-COMS OF PEOPLE TRYING TO SELL US ON THEIR SERVICE, BOOK OR VIDEO. USE ONLY CREDIBLE INTERNET SOURCES OR OUR LIBRARY.***

*Sources used in your PPT should be cited in footnotes on the slide and/or in the NOTES field of the slide. You may also have a separate reference section here identified for your PPT presentation.*

CHECKLIST FOR YOUR OWN EDITING

Citation and sourcing:

* At least 2 sources each from weeks 4 & 5 readings. A benefit to use past week’s readings too.
* At least 4 additional sources from the UMUC library and/or OB-related CREDIBLE organizations
* In-text citations wherever ideas are used to inform your own writing even if not quoting verbatim. Cite format is (author name, date, page #).
* Use of quote marks around any phrases or sentences taken verbatim from a source, followed by the in-text citation given above.
* Reference list properly formatted in APA style, listed alphabetically by the last name of the primary author. Use APA style guide to format websites. Include retrieval statement on all citations with permalink to UMUC library article or direct URL to the website page you used.

Composition:

* Punctuation, sentence structure, capitalization.
* Look at vocabulary choices to remove redundant language, all slang, flabby word choices. Replace with vocabulary that has concrete meaning, talks-the-talk of OB.
* All written in third person objective voice. Conduct a word search to find and eliminate sentences using I, we, our, you, etc.
* Word count of report from introduction to recommendations (excluding cover page and references) is 1000-1500 words in length.

Content:

* Utilized at least 3 OB concepts in your introduction.
* Utilized at least 6 OB concepts in the analysis.
* Recommendations clearly tie back to the critical incidents discussed.
* Incidents and recommendations are discussed in depth with specifics from the case.

In writing this report, work on each section, comparing to the instructions as you write. Once you have finalized the report, go back through and delete all instructions.

PowerPoint Presentation:

The PPT simply mirrors the information on this report but should not be copied from it. You need to synthesize this into key bullets that can be easily read and understood if you were presenting this in a conference room meeting. The PPT is to be uploaded as a separate file.