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| --- | --- | --- | --- | --- |
| **Action / Activity** | **Timeframe** | **Person (s) Responsible** | **Description of Strategy/Tactic/Rationale for Action** | **Resources (If Required)** |
| HR meeting with manager (rental) | 2-3 hours | HR Manager and HR consultant | A formal meeting will be held between the stakeholders and the Manager discussing the concerns of the rental employees. The minutes of Meetings will be priory discussed and a brief action plan for the future will be decided. | None |
| Identifying/Discussing the Employee Problems and Issues | 2-3 hours | HR Managers and Executive Managers in collaboration with line managers | The options for employee problem resolution will be discussed and their feasibility analysis will be conducted. In this analysis various solutions and alternative approaches will be discussed that can be efficiently implemented for the satisfaction and convincing the employees. The major goals and agenda of this analysis will be employee satisfaction and retention of skilled employees while saving financial costs on the training and recruitment of new potential employees. | Employees and union leaders |
| Reviewing the Organizational Culture for Conflict Management Policies and Practices  | 1 week | Supervisors, Line Managers and HR Managers | A detailed internal analysis of the organization will be conducted. In this internal analysis various factors will be analysed because of which the company has developed a culture of conflict. The main focus of this phase will be on how a conflict resolution approach can be instilled within the organization. Some of the proposals for this proposal will be developing a moderating committee or negotiation party. It will be important to ensure that a win-win culture will be established with the organization. | Organizational policy documents |
| Reviewing the PayScale, Perks and Incentive Policies of the company for Rental Employees | 1 week | Supervisors, Line Managers and HR Managers | This phase will involved internal and financial analysis of the company. The feasibility of current payment policies, salary criteria and criteria’s for perks and incentives will be reviewed. It will be the ultimate focus of this phase to develop policies that will ensure employee retention and satisfaction as well as promote company revenue and profits. This is the most important phase of this internal analysis as the future efficiency, productivity and retention of the skills for the company will be significantly dependant on the outcomes of this phase. | Organizational policy documents, financial analysis |
| Convincing the Employees for Decided Changes | 1 week | Supervisors, Line Managers and HR Managers | Once the policies and procedures have been confirmed and finalized, next phase will be to convince the employees to accept them. This will involve positive reinforcement, formal and informal communication between the employees and the managers, feedback analysis, etc. Horizontal and Vertical communication will help in persuading the employees and managers in a better manner.  | Employees and union leaders |
| Bringing in the Change for Employee Satisfaction and Retention | 4 weeks | Supervisors, Line Managers and HR Managers | Finally, the new policies and procedures will be positively integrated within the organizational culture using the eight steps of change by Kotter. | Employees and Managers |

**References**

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