

Assignment - A Business Trip to India

You are the Vice President in charge of Human Resources for your mid-size company, Techtronics, in Des Moines, Iowa. You have just been contacted by the company owner and CEO, Chuck Barrett, and he has informed you that the Vice President of Sales, Jane Smith, is **leaving in two days** on a business trip to Mumbai, India. This is the first time anyone in the company has gone to India and the CEO is concerned that the VP of Sales is not familiar with Indian business culture. He has asked you to write a **two page memo/report** to the VP of Sales reviewing the most important aspects of Indian business culture. Panicked at the quick time frame, you do uninventive research (as you always do) and go to the internet. The following is the best information on Indian business culture you could find (given your tight time frame). Now you must pick the information most pertinent so you can write the report to the VP of Sales. You must keep in mind she is leaving very soon and that her stay will be short – 5 days).

Feel free to create any names, etc. necessary to write the memo. Make sure to include appropriate tone, use of progressive headers, and include any advice you may have for the VP of Sales.

WARNING!! This assignment requires a summarization of information provided by another source. You must make sure you do not plagiarize from the info provided.