

Report On

Exploring communities barriers influencing decision making
process of different level of employees

By

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An internship report submitted to the Brac Business School in partial fulfillment of the
requirements for the degree of
Master's of Business Administration

Brac Business School
Brac University
December 2023

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Declaration

It is hereby declared that,

1. The internship report submitted is my/our own original work while completing degree at Brac University.
2. The report does not provide material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I/We have acknowledged all key sources of help.

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Assistant Professor, Brac Business School
Brac University

Letter of Transmittal

Dr. Md Asadul Islam
Assistant Professor,
Brac Business School
Brac University
66 Mohakhali, Dhaka-1212

Subject: 'Internship Report Submission'

Dear Sir / Madam,

I am delighted to share with you that I am compiled a report on" Exploring communities barriers influencing decision making process of different level employees". During my internship at Ha-meem Group, I had the privilege of working in the human resource department or section,guided by the Senior Officer,HR & Admin.I have put forth my utmost effort to present this report with essential data in a concise and comprehensive manner.

I would like to express my heartfelt gratitude to my peers and supervisors for their invaluable support and guidance, which played a crucial role in helping me successfully complete this report.

Respectfully Yours,

Manisha Khanam
21264089
BRAC Business School
Brac University
Date: 12, Day,2023

Non-Disclosure Agreement

This agreement is made and entered into by and between Ha-meem group and the undersigned student at Brac University.....

Acknowledgement

Firstly, I present due regrade to my Almighty Allah for providing me the opportunity to complete my internship at Ha-meem Group and Prepare report on “Exploring community’s barriers influencing decision making process of different level employees”.

I am deeply indebted to the supervisor, Dr. Md Asadul Islam, Professor of BRAC Business School for his co-operation during the time of preparing the report. His suggestion and comments were the great source of sprite to prepare the report as standard. In addition to that, my heartfelt gratitude goes to the co-supervisor Dr. M. Enamul Hoque, Assistant professor of BRAC Business School for his guidance. My heartfelt thankfulness also goes to my onsite supervisor Nizam Uddin, Sr. Officer, HR. He has been very patient and supportive throughout my learning journey .I am also gratifying to all the cross functional department employees for participating in interview and finding the challenges of establishing work-life balance at workplace.

Lastly, I am thankful to the various websites and books from where I have collected required information to complete the report. I eagerly anticipate savoring this enriching learning journey along my career path.....

Executive Summary

In this report, I detail my internship experience at Ha-meem Group, a prominent RMG company operating in 23 countries. Throughout my internship, I acquired valuable insights into the actual work culture and daily operations of the company. The report offers a comprehensive overview of Ha-meem Group, delving into its various departments and their impact on day-to-day activities. Additionally, I conducted a SWOT analysis to evaluate the company's strengths, weaknesses, opportunities and threats. Lastly, I have put a research topic related to the field I have majored in which is Human Resource management. This report delves into the barriers within organizational communities that significantly impact the decision-making processes of employees across different levels.

The barriers I found in this organization:

Key findings reveal that decision-making challenges are not uniform across different employee levels. Frontline workers encounter obstacles rooted in workplace culture and communication breakdowns, while mid-level managers face complexities associated with balancing operational demands and strategic vision. Executives at the top echelons grapple with macro-level factors such as industry trends, global market dynamics, and regulatory frameworks. Understanding these nuances is imperative for designing targeted interventions that address the unique barriers faced by each employee group. Decision-making is a critical aspect of organizational functioning, and understanding the barriers that employee's encounter can enhance overall efficiency and effectiveness. By identifying and addressing these barriers, organizations can foster a more collaborative and inclusive decision-making environment. Ha-meem group is a vital sector contributing significantly to global economies. The decision-making processes within RMG companies are complex, involving employees at various hierarchical levels. This report aims to explore the community barriers influencing decision-making processes among employees at different levels within the RMG sector.

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1 Chapter: Overview of Internship

1.1 Information of the Student

Name	Manisha Khanam
Student ID	21264089
Program	Masters of Business Administration
Major	Human Resource Management

1.2 Internship Information

Period	3 Month
Company Name	Ha-Meem Group
Department	Human Resource Management
Address	70,Nishat Nagar,Tongi,Gazipur

1.2.2 Internship Company Supervisor's Information

Name	Nizam Uddin
Position	Senior Manager, Human Resources

1.2.3 Job Scope-Job Description/Duties/Responsibilities

As an HR intern, my main job involved providing assistance to the HR department in carrying out routine tasks effectively. The responsibilities I undertook during my tenure at Ha-Meem Group are outlined below:

- Assist in posting job openings on various job boards and company career websites.
- Screen resumes and applications to identify potential candidates.
- Schedule and coordinate interviews with candidates and hiring managers.

- Participate in onboarding processes for new employees, including paperwork and orientation.
- Maintain and update employee records, both digital and physical files.
- Help with data entry and record-keeping related to employee information.
- Ensure compliance with data privacy and confidentiality requirements.
- Support the planning and coordination of employee training and development programs.
- Assist in organizing training sessions and workshops for employees.
- Track and document employee training progress and completion.
- Assist in employee relations activities, including organizing employee engagement events or surveys.
- Handle routine employee inquiries and provide general HR information.
- Help in resolving minor employee issues and conflicts under the guidance of HR staff.

1.3 Internship Results:

1.3.1 Student's performance to the company:

I successfully concluded a three-month internship at Ha-Meem Group, where my main role involved assisting the HR team in their day-to-day operations. During this period, I brought a fresh perspective to their routine activities.

Here are some ways in which interns can contribute to a company:

- Interns are typically motivated and eager to learn. They can quickly acquire new skills and adapt to the company's culture, processes, and technology.
- Interns often bring fresh ideas and innovative solutions to problems since they may have a different perspective and are not bound by the status quo.
- Interns can assist with data entry, analysis, and reporting, which can be time-consuming but essential for decision-making.
- Interns can conduct market research, competitor analysis, and industry research, providing valuable insights to the company.
- Interns can help with routine administrative tasks, freeing up more experienced staff to focus on higher-level responsibilities.
- Many interns have strong technical skills and can assist with IT-related tasks, website development, or software troubleshooting.

To ensure that interns contribute effectively, it's important for companies to provide them with clear guidance, mentorship, and opportunities for growth. Companies should also recognize that internships are a two-way street, as interns gain valuable experience and

learning opportunities from their time at the company.

1.3.2 Benefits to the students:

Internships offer a wide range of benefits to students. Here are some of the key advantages:

Real-life Expertise:

A Internship gives student with hands-on, real-world expertises in their portion of study, forecasting expertise through practical application. This practical experience may help bridge the gap between academic idea and professional skills.

Skill Development:

Internships allow students to develop and enhance their skills in areas such as communication, problem-solving, teamwork, and technical expertise. The opportunity to apply what has been learned and discovered in the classroom is given to them in their actual work situations also.

Networking Issues:

Internships give students with the chance to create a professional network, which can be invaluable for future job searches and career development. They can connect with professionals in their field, mentors, and peers.

Resume Building:

Internships look great on a resume and can make a student's job application stand out to potential employers. Having relevant work experience is a strong selling point when applying for future jobs.

Career Exploration:

Internships allow students to explore different career paths within their field. It can help them determine whether they are on the right career track and align their interests and skills with their professional aspirations.

Improved Job Prospects:

Completing one or more internships can significantly improve a student's job prospects upon graduation. Many employers prefer to hire candidates with internship experience, as it demonstrates a commitment to the field and a readiness to work.

1.3.3 Crisis/Complications:

Every program undergone some kind of difficulties. For any intern it is difficult to getting used to in company culture. Since my major responsibility was to assist HR team to complete their regular duties successfully. For the first two weeks I was assigned by little amount of

work which made me bored and confused. Initially I was hesitated to command support staff to perform different tasks but over the time I have gained more confidence and overcome the hesitation. Additionally, I faced difficulties to attend office on time on a regular basis due to huge traffic congestions in morning time.

1.3.4 Recommendations:

Ha-Meem group is an organizations that gives the culture of putting the needs of it's employee. Over the years it is known as one of the best RMG who are practicing good employee friendly culture. The company has a diverse workforce with equal chance among employees. The organization is maintaining moderate pay structure which is very competitive for the industry. The organization has to focus its internal workforce through training and individual development plan. Beside that structure work plan need to follow as it is great support for supervisors to provide feedbacks as well as mentorship. Future interns are highly recommended to consider this organization for completing their internship.

2 Chapter: Organization Part

2.1 Introduction

Ha-Meem Group stands as a prominent conglomerate within the textile and garment sector of Bangladesh, holding a leading position in the industry which I have selected for internship. The group has gained a strong reputation for its extensive presence in various sectors of the textile and apparel supply chain. It has a history of over three decades. In this section I have discussed the organization's Management practice including goal and objectives.

Furthermore, in this chapter I am going to narrate its marketing practice, as well as financial and accounting practices. In addition of this, competitive analysis has been also discussed in the chapter.

2.2 Overview of the company

Ha-Meem Group , a prominent conglomerate based in Bangladesh that operates in the textile and apparel industry is being referred to. Established in 1994, it has since grown to become the most well-known textile and garment manufacturing companies in the country. A well known conglomerate based in Bangladesh with interests in various sectors of the economy is acknowledged. Founded by A.K. Azad in 1984, the group has grown significantly and has become one of the leading industrial and business entities in Bangladesh. Several wholesale clothing manufacturers do business in Bangladesh and around the world, but none are as large as Ha-Meem Group.

It is one of the most comprehensive and resourceful factories in the country is operated by this leading manufacturer of denim fabrics and garment products in Bangladesh. As a global fashion brand, Ha-Meem works with some of the biggest names in the business today. Over the past 30 years, the company has evolved from being a textile company into a company with a variety of interests such as shipping, newspapers, tea gardens, etc. Under their energetic leadership, the real business activities of Ha-meem group have been growing day by day. Thus a pioneering role in wholesale apparel manufacturing in Bangladesh was assumed by them. Its renowned status for wholesale apparel manufacturing is well acknowledged in both Europe and America. Around 50,000 workers are employed by Ha-meem group, and the company boasts 26 garment factories comprising 300 production lines and 7 washing plants for the production of 7 million pcs per month.

Here is an overview of the Ha-Meem Group:

Textile and Garment Manufacturing: Ha-Meem Group primarily focuses on the production of textile and garment products. They have state-of-the-art manufacturing facilities that cover various aspects of the textile and apparel supply chain, from spinning, weaving, and dyeing to sewing, cutting, and finishing.

A wide range of textile and apparel products is produced by the company including T-shirts, shirts, jeans, outerwear, knitwear, and various other types of clothing for men, women, and children. They cater to both domestic and international markets.

Ha-Meem Group is known for its significant export operations, supplying garments to various countries around the world. The company's products are exported to major markets in North America, Europe, and beyond.

The group places a growing emphasis on sustainability and has implemented environmentally friendly practices in its operations. This includes responsible sourcing of materials, energy-efficient processes, and adherence to environmental standards.

Ha-Meem Group provides employment to a substantial number of people, both directly and indirectly. The company's workforce includes skilled labor, technical experts, and management professionals.

The company has obtained various international certifications and accreditations to ensure the quality and compliance of its products. These certifications often relate to ethical and environmental standards.

Ha-Meem Group has also engaged in social responsibility initiatives, such as supporting local communities, education, and healthcare programs.

Over the years, Ha-Meem Group has received several awards and recognitions for its contributions to the textile and apparel industry in Bangladesh and its commitment to quality (Ha-Meem Group | Top Ranking Bangladeshi Clothing Manufacturer, n.d.).

Industries:

Woven:

26 woven factories are equipped with 300 production lines in six different locations. Approximately 50,000 strong work force are putting their combined sources in achieving their goal. All the lines are balanced with auto trimmers and sophisticated machine to switch production between complicated tops and bottoms like trouser, jeans, cargoes, skirts, shirts, jackets, ladies dresses etc. Auto cutting capability brings great efficiency in cutting. Ha-Meem produces 70% bottoms and 30% tops. Fabric wise 50% Denim and 50% non-Denim. All the lines are maintained 2.5 AQL at factory level.

Sweater:

Ha-Meem Sweater Factories are based in Ashulia and Zirani which comprises of two Units consisting of 400 Jacquard Stall (German) machines and maintaining a capacity of approximately 400,000 pcs per month. It is currently manufacturing sweaters for many international brands like GAP, Aeon, Mango, New Yorker, H & M etc.

Laundry



The washing facility is one of the biggest in Bangladesh. A premium facility with state of the art laundry equipped with the latest Italian machines and may be compared to any of top laundries of the world. It's equipped with Tonello and bohemian machines for the dry processes, 3d flexible hanger machine, auto vacuum crinkle, lazer, PP spray, ozone washing and many added each day.

All the washing plants have dry process capability with required equipment and can achieve all kinds of fashion wash like Hand brushing, Whisker including 3 dimensional and Laser whisker, PP Spray, Tearing, Grinding, Oven curing, over dyeing, Tinting etc.

Major Products

- ALL TYPES OF BOTTOMS AND TOPS (Hi-Fashion with critical washes)
- CRITICAL CARGOS
- HI-FASHION DENIM JEANS
- BASIC AND HIFASHION WASHES
- WRINKLE FREE
- OVER DYEING OF GARMENTS
- LASER FINISH / 3D WHISKER

2.3 Management Practices:

The management practices of an organization encompass a big range of activities and strategies aimed at achieving the organization's main goals and objectives (What Is Management Practices | IGI Global, n.d.). Effective management is crucial for the success and sustainability of any business or institution.

Management Practices at HA-MEEM Group: HA-MEEM Group boasts a dedicated, robust, and intellectually-driven management team. The formulation of management policies, objectives, organizational structure, etc., is conducted in collaboration with the Managing Director, with Directors taking on the responsibility of declaring the Quality Policy. They ensure the assignment of responsibility and authority to individuals managing, performing, and verifying tasks affecting quality. Moreover, they guarantee the provision of adequate resources for the effective implementation of the Quality Management System (QMS).

In the context of the garment industry, such as HA-MEEM Group, management is intricately tied to the production of elements, resource aggregation, and efficient integration for goal achievement. Notably, the fashion industry presents unique challenges in terms of product and business criteria. Recognizing this, the implementation of an ERP system becomes imperative.

2.3.1 Leadership Style:

The real approach and manner in which a leader manages and influences their entire team or organization are encompassed by leadership style. Different leadership styles may be adopted by leaders based on their personality, values and the specific context of the organization. There are several recognized leadership styles, and leaders may exhibit a combination of these styles. It's important to note that effective leadership is often about finding the right balance and adapting to the needs of the team and the organization (Team, 2023). The most successful leaders are often those who can flexibly apply different leadership styles. Besides, leadership styles can evolve over time as experience is gained and different kinds of challenges are encountered by leaders.

The leadership style followed by Ha-meem group:

Under the energetic leadership style of Ha-Meem Group, the business activities have been experiencing day-by-day growth. Consequently, a pioneering status in wholesale apparel manufacturing has been achieved in Bangladesh. Moreover, recognition for wholesale apparel manufacturing extends to both Europe and America. The strategy and style embraced

by Ha-Meem Group revolve around cost leadership, emphasizing the reduction of total costs to offer the lowest wholesale prices for its readymade garments. The primary source of high revenues for Ha-Meem Group is the readymade garments group, while other products include poly bags, labels, jute mill, chemical formulations, teas, transport services, a news channel, and a daily newspaper. The entry mode employed by the company in Bangladesh involves wholly owned subsidiaries, exemplified by Next Collections Ltd, one of the 26 factories owned by Ha-Meem Group. This mode aligns with the objectives of Ha-Meem Group, allowing for the pursuit of becoming the leading supplier of readymade garments and denim fabric globally. The utilization of wholly owned subsidiaries enables Ha-Meem Group to advance its main goals and objectives, with full control facilitating the achievement of quality goals and meeting buyer-set deadlines. The overall management approach within the organization, including the decision-making process, communication, and organizational structure, is significantly influenced by the strategies adopted by the top management.

2.3.2 Human Resource and Administration:

Human Resource (HR) and Administration are two critical functions within an organization that work together to manage and support the workforce and ensure the smooth operation of the business. Human Resource and Administration functions collaborate to create a positive and productive work environment, manage employee relations, ensure legal compliance, and facilitate the overall efficiency of the organization. Their integrated efforts contribute to the success and sustainability of the business (Fechter, 2023). Both HR and Administration collaborate closely to ensure a harmonious and efficient workplace. Effective communication between these two functions is essential for seamless operations, from hiring new employees to maintaining a conducive work environment. Together, they contribute to the overall success and sustainability of the organization.

Human Resource and Administration at HA-MEEM Group:

The vital role played by the HR division of Ha-Meem Group in attaining a leading position underscores the significance of proper manpower management through Information Systems. The efficient management of personnel within an organization is crucial for achieving operational efficiency and effectiveness. When manpower is organized and managed effectively, it positively influences overall performance, contributing to the realization of short-term and long-term goals. Conversely, inadequate management can lead to poor performance outcomes. The process of the system development encompasses various stages, starting from the initial design phase through implementation and evaluation. Failing to adhere to these stages or hastily progressing through them can result in a poorly designed system that is prone to failure upon implementation. This study aims to analyze the impact of Human Resource Information Systems (HRIS) within the HR Division of Ha-Meem Group.

Ha-Meem Group firmly believes that success hinges on the collective efforts of its entire workforce. The Human Resource department at Ha-Meem Group adheres to a comprehensive

policy and strategy that incorporates the best practices with due consideration for ethics. The primary objective of the Human Resource department is to introduce organizational policies and engage with employees of Ha-Meem Group. It offers specific guidelines for the functioning of the Human Resource department with a vision to uphold the established standards. The department also provides specific directions regarding the assessment, evaluation, rewards system, and long-term benefits for Ha-Meem Group employees, presenting a clear picture of expected standards. This facilitates employees in understanding their current status, growth trajectory, and the value addition process within the organization. The Human Resource department serves as a central reference point for employee relations and policies, with each policy serving as a guide to be applied with discretion, understanding, and management in line with its intended spirit.

Ha-meem group HR dept. performs a number of different tasks and operations. Ha-meem group as a whole place the utmost importance on its personnel, working to increase their productivity and solidify their position as human capital.

2.3.3 Training & Development:

Success in an organization hinges on the pivotal elements or way of training and development. They involve systematic processes to enhance the skills, knowledge, and capabilities of employees. Training is a short-term process that focuses on the acquisition of specific skills or knowledge needed for a particular job or task. The primary goal of training is to improve job performance by providing employees with the necessary tools and knowledge to carry out their responsibilities effectively (What Is Training and Development? | IBM, n.d.). Training methods can include classroom instruction, on-the-job training, e-learning modules, workshops, simulations, and more. Training can cover a wide range of topics, such as technical skills, communication skills, customer service, compliance, safety procedures, and product knowledge.

Development is a more long-term and broader process that aims to enhance an individual's overall capabilities and prepare them for future roles and responsibilities. The main objective of development is to cultivate an employee's potential and promote career growth within the organization. Developmental activities may include mentoring, coaching, job rotations, leadership programs, workshops, and formal education. Developmental initiatives often focus on leadership skills, strategic thinking, creativity, problem-solving, and other competencies that contribute to personal and professional growth.

The Training and Development (T&D) at Ha-meem Group: The Training and Development of employees in Ready-Made Garments (RMG) sector like Ha-meem group is crucial for ensuring the growth and success of the industry. This RMG sector is highly dynamic, and employees need to continuously acquire new skills and knowledge to keep up with industry trends, technological advancements, and changing consumer demands. The success of a T&D program in this sector depends on its adaptability to the rapidly

evolving industry landscape. Regularly reassess the training needs and update programs accordingly.

2.3.4 Recruitment and Selection Process

The recruitment and selection process is a critical function of human resource management that involves attracting, evaluating, and selecting qualified candidates to fill job vacancies within an organization. The process typically consists of several stages, each aimed at identifying the best candidates for the available positions. Throughout the recruitment and selection process, it's crucial for organizations to comply with legal and ethical standards, ensuring fairness and equal opportunity for all candidates. Additionally, maintaining clear communication with candidates is essential to provide a positive candidate experience, regardless of the outcome (Recruitment and Selection Process: Best Practices & Overview, 2022).

Recruitment and Selection Process at Ha-meem Group: Ha-Meem Group recruitment process based on ERP system. Day by day they increase Ha- Meem Group ERP system and they try to all official work done by ERP. Also they follow analog procedure to recruitment and selection procedure. HA-Meem Group HR team follows their rules and regulation. HR team strongly follows their manpower budget.

2.3.5 Compensation and benefit policies

Compensation and benefit policies are crucial components of an organization's overall human resources strategy. These policies play a key role in attracting, retaining, and motivating employees (Greytip Software Private Limited, 2023). Effective compensation and benefit policies contribute to employee satisfaction, engagement, and overall organizational success. It's important to regularly review and update these policies to remain competitive in the talent market and meet the evolving needs of employees.

Types of Compensation of Ha-Meem Group

- **Basic Salary:** The salary represents the compensation received by an employee in exchange for the work they have performed.

- **House Rent Allowance:** Ha-Meem group provide either accommodations to its employees who are. ...
- **Leave Travel Allowance:** These allowances are provided to retain the best talent.

Facilities to enhance worker performance are being extended by HA-MEEM Group. Currently, Attendance Bonus, Efficiency Bonus, and the Best Employee Award are provided at the end of the year. Workers with prolonged service are recognized with cash and commodity prizes for milestones such as 5 and 10 years, and compensation is granted for 2 or 3 years of service. The group organizes an annual picnic for all workers and official employees at the end of the year, aiming to minimize the distance between workers and employees and providing refreshment for their long-term dedication. A cultural event is arranged at the picnic spot, open to all participants. Furthermore, prizes are awarded to the best performers in acknowledgment of their achievements.

2.4 Marketing Practices:

The marketing practices of an organization encompass a wide range of activities aimed at promoting and selling its products or services. Effective marketing is crucial for business success as it helps create awareness, attract customers, and build brand loyalty (The Best Marketing Practices of Companies, 2017). Successful marketing often involves a combination of these practices, tailored to the organization's specific industry, target audience, and business goals. Regular evaluation and adaptation of marketing strategies based on performance metrics and market changes are essential for long-term success.

Marketing Practices of Ha-Meem Group:

2.4.1 Marketing information:

Marketing information refers to data and insights that are gathered and analyzed to support marketing decision-making processes. This information is crucial for businesses to understand their target audience, market trends, competitors, and other relevant factors that can influence their marketing strategies. Marketing information can be obtained through various methods, including market research, customer feedback, competitor analysis, and data analytics (Marketing Information System: Components | StudySmarter, n.d.).

Ha-Meem Group operates as a fully export-oriented apparel manufacturer, exclusively selling its products in the export market. The company actively engages in market development by establishing communication with new buyers and participating in various international garment fairs. Specializing in the production of diverse apparel items such as T-shirts, polo-shirts, tank tops, children's wear, fashion wear, and sportswear, Ha-Meem Group is committed to delivering garments that meet customer specifications, ensuring they are free from harmful chemicals and adhere to rigorous quality control procedures.

2.4.2 Marketing strategy:

In the current business landscape, an effective marketing strategy plays a pivotal role for export-oriented companies. Survival and success in the fiercely competitive global market hinge upon a well-crafted marketing approach (Coursera, 2023). In the context of marketing garments, establishing strong connections with buyers is of paramount importance.

Within Ha-Meem Group, the responsibility of engaging with buyers primarily falls on the merchandising department and higher-ranking officers. The company has established relationships with a set of consistent buyers who place orders consistently throughout the year. Continuous communication between the marketing officers, the merchandising department, and the buying houses is a year-round endeavor to ensure a seamless flow of business.

2.4.3 Marketing Channels:

A marketing channel, also referred to as a distribution channel, is comprised of intermediaries or middlemen that facilitate the movement of a product from the manufacturer to the end consumer (CoSchedule, 2023). It is a crucial element in the overall marketing strategy of a business, as it involves the process of making a product or service available for use or consumption by the target market.

Marketing Channels at Ha-meem Group:

Newspaper

Samakal, a popular & widely circulated national daily newspaper in Bangladesh.



News Channel

Channel-24, a very popular news channel covering news all over Bangladesh.

2.5 Financial Performance and Accounting Practices

Financial performance and accounting practices are critical aspects of managing an organization. Proper financial management ensures that a business operates efficiently, meets its financial obligations, and generates value for its stakeholders. Here are some key elements related to financial performance and accounting practices in an organization (Team, 2023b).

2.5.1 Financial Performance and Accounting Practices at Ha-Meem Group:

Ha-Meem Group, a leading textile and garment manufacturer in Bangladesh, is poised for significant expansion with the aim of exporting \$1 billion worth of apparel items by 2024, according to its owner. To achieve this target, the group has been actively expanding its operations in recent years and is set to establish a denim mill and a spinning factory within the next year. The forthcoming denim factory, with a \$100 million investment in Tangail, is expected to produce five million yards of denim fabrics monthly. The group's existing denim mill currently produces the same quantity, with 40 percent utilized internally and the remaining 60 percent sold to other garment factories.

The entrepreneur initiated business operations in 1984 with a small factory in Dhaka's Motijheel, equipped with 57 machines, shortly after graduating from the University of Dhaka. Presently, Ha-Meem Group encompasses 39 business concerns spanning various sectors, including textiles, garments, media, and tea, boasting an annual turnover of \$966 million. With a workforce exceeding 65,000 employees, primarily engaged in the textile and garment units, the group plans to recruit an additional 10,000 workers for the garment and textile sectors.

In 2021, Ha-Meem achieved garment exports valued at \$580 million, while an additional \$200 million worth of denim and woven.

2.6 Operation Management and Information System Practices:

The success and efficiency of an organization are influenced significantly by the crucial roles played by operations management and information system practices. The overseeing and coordination of various processes and activities within an organization to ensure the efficient production and delivery of goods and services are involved in operations management.

(Luther, 2022). Information systems (IS) are crucial for managing and processing information within an organization. They support decision-making, improve communication, and enhance overall efficiency.

2.6.1 Operation Management and Information System Practices at Ha-meem Group:

The supply chain management at Ha-Meem Group has undergone significant reorganization in the past 2-3 years. Previously, it operated as an integrated unit, but now it functions as a distinct department with a completely new structure. Currently, there are 13 individuals dedicated to the supply chain management of Ha-Meem Group.

The operations of this department run from 9 am to 8 pm, seven days a week. The group is actively engaged in transforming raw materials into finished products during this operational timeframe. In terms of distribution, Ha-Meem Group has achieved substantial success, exporting products worth \$580 million, with an additional \$200 million attributed to denim exports. The annual export figures highlight the significant standing of Ha-Meem Group in the market.

Notably, Ha-Meem Group conducts its manufacturing operations in Bangladesh, and its products reach markets around the world. This shift in supply chain management reflects a strategic approach to enhance efficiency and competitiveness in the global market.

2.7 Industry and Competitive Analysis

Industry and competitive analyses should be regularly updated to adapt to changes in the market. This analysis serves as a foundation for strategic planning and decision-making within the organization (Lyons, 2023). Analyzing the industry and competitive landscape of an organization is crucial for understanding its position in the market and making strategic decisions. Conducting an industry and competitive analysis is crucial for understanding the external environment in which an organization operates. This analysis helps identify opportunities and threats, assess the competitive landscape, and formulate strategic decisions.

Industry and Competitive Analysis at Ha-meem group:

2.7.1 SWOT Analysis of Ha-meem Group

Strengths

- Large amount of assets
- Reputed brand value
- Handsome product Quality
- Management
- Competency
- Good Financial management

Weaknesses

- Lack of proper marketing policy
- Too much pressure on lower management
- Very high labor
- turnover rate

Opportunities

- Growing industry
- High demand market on Europe and USA
- USA-China war

- Low labor costs
- Govt. affiliation

Threats

- Fourth industrial revolution
- Growing markets in Vietnam and china
- Labor union
- Dependency on
- international suppliers

2.7.2 Porter's Five Forces Model:

The application of Porter's Five Forces Model is a commonly employed framework to analyze the five key forces shaping a company's environment, including factors such as profitability, competition intensity, and industry attractiveness.

In the case of Ha-meem Group, this model is utilized to gain insights into the overall landscape of the apparel industry and to forecast potential avenues for future business growth.

Porter's Five Forces Model for Ha-Meem Group



2.8 Summery and Conclusion

From the above discussion, we can write a conclusion that Ha-meem mainly follows the cost leadership style where the company aims to become the lowest-cost producer in its industry. This approach is often associated with economies of scale, efficient processes, and tight cost control. The goal of cost leadership is to achieve a competitive advantage by offering products or services at the lowest possible cost compared to competitors, allowing the company to attract a large customer base and/or maintain higher profit margins. Recruitment Process of Ha-meem group is very similar like other organizations. They recruit from internally as well as external source to grow. The main strength of this industry are cost-effective production, large workforce, innovation and design capabilities. To ensure service of its products it has own dedicated customer service team.

The overview of this company provides a comprehensive understanding of the organization's structure, operations, and key business elements. The report begins by outlining the company's history, highlighting significant milestones that have shaped its trajectory. It delves into the organizational structure, detailing the various departments and their roles in achieving the company's objectives. The core business activities of this company are discussed, providing insights into its product or service offerings and the markets it serves. Financial performance metrics, including revenue trends and profitability, are presented to give stakeholders a clear picture of the company's financial health.

Furthermore, the report explores the company's strategic initiatives, such as expansion plan partnerships, and technological advancements. This section also covers the company's approach to sustainability, corporate social responsibility, and any other relevant initiatives that contribute to its overall image. The company's rich history, coupled with its strategic vision, has paved the way for sustained growth and success. The report highlights the company's commitment to innovation and adaptability, essential qualities in today's rapidly changing business landscape.

While acknowledging the achievements, it is crucial to recognize the challenges and uncertainties that this company may face in the future. A proactive and forward-thinking approach will be essential for navigating these challenges successfully. The commitment to sustainability and corporate social responsibility aligns with contemporary values and positions the company as a responsible corporate citizen.

In essence, the comprehensive organizations part presented in this report serves as a valuable resource for stakeholders, enabling them to make informed decisions and gain confidence in the future prospects of this group. The company's commitment to excellence, coupled with its strategic initiatives, positions it favorably for continued success in the competitive business

environment.

2.9 Recommendation/Implications

After the completion of the entire internship tenure in Ha-Meem Group, a recommendation is made to focus on Ha-Meem Group's contributions to the Bangladesh textile industry, their sustainability initiatives, and any recent developments or challenges faced by the organization. The report centers on the Human Resource Management practices of Ha-Meem Group, specifically examining staffing policies and developmental processes. Recognized as a prominent Bangladeshi garments producer, Ha-Meem Group is acknowledged as a key global provider of ready-made clothing and denim fabric. Operating on a large scale with a substantial workforce, Ha-Meem Group is positioned as one of the leading apparel organizations in Bangladesh.

This report delves into the Team Leadership and Culture of Interpersonal Relationships within the organization, illustrating how these aspects align individual employee goals with the overarching objectives of the organization. Furthermore, it explores the current Human Resource System, encompassing key areas such as Recruitment, Selection processes, Interviews, Training and Development, Performance Appraisal, Performance Management, and the pivotal element of Benefits. These components collectively contribute to the organization's efforts in mitigating employee turnover.

3 Chapter: Project Part

3.1 Introduction:

The decision-making process in organizations is a complex interplay of various factors, and community barriers play a pivotal role (Ardichvili et al., 2003). This report aims to identify and analyze the barriers that influence decision-making among employees at different hierarchical levels. Mastering the art of decision-making is a gradual process that requires nurturing over time. Even a proficient leader cannot ignore the challenges that can impact their decision-making abilities. The impact of a decision is far-reaching, with positive effects rippling through all departments for effective decisions, while ineffective ones can cause equal damage. Therefore, a leader must stay vigilant, considering the potential repercussions of their decisions. Decision-making is often akin to solving a complex problem. Both in our professional and personal lives, we encounter situations where making a decision is a formidable task. A thoughtful analysis of the various hurdles faced in such scenarios can pave the way for making more effective.

3.1.1: Importance of exploring community barriers influencing the decision-making process of employees at different levels:

Exploring community barriers influencing the decision-making process of employees at different levels is important for several reasons:

Employees at different levels within an organization bring diverse perspectives and experiences. Exploring community barriers helps in understanding how these diverse backgrounds might influence decision-making processes (Donnelly et al., 2021). This understanding is crucial for fostering inclusivity and creating a workplace that values different viewpoints. Barriers within the community, such as cultural or language differences, can impede effective communication (Rodrigues, 2023). By exploring these barriers, organizations can identify ways to improve communication channels, ensuring that information flows seamlessly across all levels of the workforce. This, in turn, enhances the decision-making process.

Decision-making often involves collaboration among employees at various levels. Identifying and addressing community barriers can improve team dynamics, fostering a more collaborative and supportive work environment. This is particularly important as effective teamwork is often essential for making well-informed decisions. When employees feel that their perspectives are valued and their unique challenges are acknowledged, they are more likely to be engaged in the decision-making process. Addressing community barriers contributes to a sense of belonging and inclusivity, which positively impacts overall employee satisfaction and engagement.

Exploring community barriers influencing the decision-making process of employees at different levels is essential for creating a workplace that values diversity, promotes effective communication, and fosters a culture of inclusivity. This, in turn, contributes to better

decision outcomes and overall organizational success.

3.2 Significance of this study

The significance of a study titled "Exploring Community Barriers Influencing the Decision-Making Process of Different Level Employees" lies in its potential to contribute valuable insights into organizational dynamics and decision-making processes. The study addresses the dynamics within a community or organization. By exploring barriers that influence decision-making processes, it provides a nuanced understanding of how different levels of employees interact and make decisions collectively (Ulaş & Yıldırım, 2018). Identifying and understanding barriers can pave the way for improving decision-making processes. This could lead to more effective and efficient decision-making, positively impacting the overall performance and success of the organization. The study may shed light on communication barriers that hinder effective decision-making. By addressing these barriers, organizations can foster better communication among employees at different levels, fostering a more collaborative and communicative work environment.

3.3 Literature Review

In today's dynamic organizational landscape, effective decision-making is critical for achieving strategic goals and maintaining competitiveness. The decision-making process is influenced by various factors, and one intriguing aspect is the role of community barriers that affect employees at different organizational levels (Oliver et al., 2014). This literature review seeks to explore and synthesize existing knowledge on the community barriers that shape the decision-making process among diverse employees (Orton et al., 2011).

3.3.1. Decision-Making Process:

Before delving into community barriers, it is essential to understand the decision-making process itself. Scholars such as Simon (1957) and March and Simon (1958) have laid the groundwork for understanding decision-making as a complex cognitive process influenced by individual and organizational factors (Bohren et al., 2014). Decision-making involves information processing, problem-solving, and a range of cognitive activities that are susceptible to external influences, including those emanating from the work community.

3.3.2. Organizational Community:

The concept of an organizational community encompasses the social and cultural context in which employees operate. According to McMillan and Chavis (1986), a sense of community is characterized by shared values, a sense of belonging, and mutual support. Understanding the dynamics of organizational communities is crucial for examining how they impact decision-making processes among employees.

3.3.3 Community Barriers:

Community barriers refer to the factors within the organizational community that impede or facilitate effective decision-making. These barriers can manifest at different levels of the organization and affect employees in diverse roles. Research by Jones and George (1998) emphasizes the significance of social context in decision-making, suggesting that community barriers can include communication gaps, power dynamics, and conflicting interests among employees. The literature indicates a significant relationship between community barriers and the decision-making process among employees at different organizational levels. Recognizing and addressing these barriers is crucial for fostering a collaborative and effective decision-making environment. Future research should delve deeper into specific community barriers, considering the evolving nature of organizational structures and the dynamic interplay of factors shaping

In conclusion, the literature indicates a significant relationship between community barriers and the decision-making process among employees at different organizational levels. Recognizing and addressing these barriers is crucial for fostering a collaborative and effective decision-making environment. Future research should delve deeper into specific community barriers, considering the evolving nature of organizational structures and the dynamic interplay of factors shaping decision-making processes (Chapter 23. Modifying Access, Barriers, and Opportunities | Section 1. Overview of Tactics for Modifying Access, Barriers, and Opportunities | Main Section | Community Tool Box, n.d.).

3.4 Challenges in exploring community barriers in the decision-making process of different level employees in workplace:

Exploring community barriers in the decision-making process of employees at different levels in the workplace can be a complex task. Various challenges may arise during this exploration, and understanding and addressing these challenges is crucial for obtaining meaningful insights (Sculptors, 2023). Here are some challenges:

1. Diversity of Perspectives:

- Different levels of employees may have diverse perspectives, priorities, and concerns.
- Balancing these diverse viewpoints and ensuring that the study captures a representative range of opinions can be challenging.

2. Communication Barriers:

- Language and communication styles may differ across levels, leading to misunderstandings.
 - Ensuring clear and effective communication channels is essential to avoid misinterpretation of questions or responses.
3. **Power Dynamics:**
- Hierarchy within the organization can influence employees' willingness to express their true opinions.
 - Employees at lower levels may fear reprisals or hesitate to share their perspectives if they perceive a power imbalance.
4. **Cultural Sensitivity:**
- Cultural differences can affect how employees perceive and respond to decision-making processes.
 - Sensitivity to cultural nuances is crucial to avoid biases and misinterpretations.
5. **Time Constraints:**
- Different levels of employees may have varying workloads and time constraints.
 - Ensuring that the research process is efficient and respects the time of participants is important.
6. **Data Privacy Concerns:**
- Employees may be hesitant to share their honest opinions due to concerns about privacy and the potential consequences of revealing certain information.
 - Safeguarding the anonymity of participants can be challenging while still obtaining valuable insights.
7. **Access to Decision-Makers:**
- Gaining access to decision-makers at higher levels may be difficult, impacting the depth of understanding of decision-making processes.
 - Establishing trust and rapport with leaders is essential for obtaining their perspectives.
8. **Mixed Methods Integration:**
- Combining qualitative and quantitative methods to explore community barriers can be challenging.
 - Integrating diverse data sources in a meaningful way to derive comprehensive insights requires careful planning.
9. **Resource Constraints:**

- Limited resources, both in terms of time and budget, can impact the scale and scope of the research.
- Balancing the need for comprehensive data with practical resource constraints is essential.

10. **Resistance to Change:**

- Employees at different levels may resist opening up about existing barriers due to a fear of change or concerns about the consequences of revealing weaknesses.
- Establishing a culture that values feedback and improvement is crucial to overcoming this resistance.

3.5 Methodology

Generally, three types of research, namely quantitative, qualitative, and mixed methods, are employed to gather information through open-ended and covert means in the pursuit of marking insights. The main focus is on a notational dialogue research technique—an interactive process of inquiry aimed at gaining an in-depth understanding of social phenomena (Aspers & Chef 2019). The qualitative research method is designed to efficiently extract perceptions and behaviors of respondents, aiming to generate knowledge and foster comprehension of the social world. This research form employs statistical, mathematical, and technological methods to analyze data obtained through various sampling techniques, including online surveys, polls, questionnaires, and others. For researchers seeking methodologies aligned with real-world scientific practices, mixed methods research presents potential benefits. It serves as a third approach that can bridge the gap between quantitative and qualitative research (Onwuegbuzie & Leech, 2004).

However, for this research I have chosen a qualitative research approach. Qualitative research will help to analyze and understand the factors which are affecting work-life balance at work place. This will also explore the benefits of work-life balance for the organization as well as the employee.

3.5.1 Interview:

There are some types of methods of data collection. However, for this research semi structured method has chosen since there was time limitation and fund constrain. A semi structured interview is conduct through some predetermined questions. As Harrell and Bradly in 2009 described semi structured questions are mostly conversational and it's not allowing exploration of the subject matter ahead of time. As a result, this research chooses this method to identify the challenges of developing exploring community's barriers influencing decision making process of different level employees in workplace.

3.5.2 Sampling Method:

"The finest method for gathering data in situations where flexibility is required in participants' busy schedules is the convenience sample approach. Convenience sampling is a non-probability sampling procedure where data is readily available to the participants (Research methodology, 2022). In the internship period, a total of 10 management employees of Ha-Meem Group were interviewed to fulfill the purpose of the study."

3.5.3 Thematic analysis:

Thematic analysis, deemed highly valuable in qualitative research, is predominantly employed for its efficacy in translating participant responses meaningfully. With the collected data analyzed manually due to the small sample size, the process involves translating interviewee responses into findings and analysis, guided by a thorough understanding. Ultimately, the data is presented as part of the findings, shedding light on challenges faced by developing communities, barriers impacting decision-making processes at various employee levels, and ways in which management can eliminate these hurdles to establish a conducive environment.

3.6 Findings:

3.6.1 Difficulties in the communities barriers influencing decision making process of different level of workers.

Some significant insights are provided by the findings regarding the difficulties in the decision-making process of employees at different levels, influenced by barriers within the communities.

3.6.1.1 Lack of efforts to communicate and manage change effectively

Participant 1's viewpoint was conveyed, highlighting that the proper communication and vital role in the workspace are significantly impacted by insufficient efforts to effectively communicate and manage change.

Person one said:

"There seems to be a significant gap in the way communication and change management are handled within the industry"

Person 2 further went on to say:

"I also feel that important decisions often seem to be made without clear and transparent communication to employees at different levels"

Person 4 also had similar views which related with Person 1.

The participant said that this lack of communication creates confusion and uncertainty, making it difficult for employees to understand the reasons behind certain decisions and changes in the workplace. They Expressed:

“There is a need for better planning, implementation, and support during transitional periods”

The person suggested that a more proactive and inclusive approach to change management could significantly improve the overall decision-making process within the RMG sector.

3.6.1.2 Lack of awareness and understanding of diverse cultures:

Person 2 said that to feel good they would prefer the proper awareness and understanding of the employees and would want a positive and healthy relationship with them.

The person 2 said:

“I believe that one of the significant barriers in decision-making processes within the RMG sector is the lack of awareness and understanding of diverse cultures. Having participated in interviews and discussions on exploring community barriers, I have observed that employees at different levels often struggle to grasp the nuances of diverse cultures within the workplace”

In this regard Parson 3, also said,

‘To address this barrier, I believe there is a need for cultural sensitivity training and education programs within the RMG sector. Decision-makers should be encouraged to develop a deeper understanding of the diverse cultures represented in their workforce’

3.6.1.3 Lack of employees co-operation to raise their opinions:

Parson 3 mentioned that

“In my experience working in the RMG sector, there's definitely a hesitancy among employees to voice their opinions openly. It's not that we don't have thoughts or ideas about the decision-making process; rather, it's a combination of factors that create this reluctance”

Parson 4 also said

“There's a fear of repercussions. The RMG industry is competitive, and job security is a constant concern. Speaking out against decisions or suggesting alternatives can be seen as challenging the status quo, and that might not be well-received”

3.6.1.4 Lack of Decision-making that does not consider input from all levels of employees

Parson 1 , has showed that their company faces problems in decision-making that does not consider input from all levels of employees. In this regard the participant expressed:

“I expressed concern that decisions were often handed down from upper management without seeking input or insights from employees on the front lines. This lack of inclusion not only hindered the quality of decisions but also led to a sense of frustration and disengagement among the workforce. It was clear from the discussion that this barrier was affecting not only morale but also the overall efficiency and effectiveness of the decision-making process within the RMG sector”

Similarly Parson 5 has also had similar sort of thought where the parson collectively emphasized the importance of fostering a culture that encourages open communication and collaboration across different levels of the organization to overcome these barriers and enhance the decision-making process.

3.6.1.5 Lack of opportunities for professional development

According to Participant 1, the company that they work in faces a lot of crisis in the employess due to the lack of proper opportunities for development.

According to her thought,

“During the interview on exploring community barriers in the RMG sector's decision-making processes, one critical issue that emerged was the insufficient opportunities for professional development. As an employee within the industry, I can attest to the challenges many of us face in advancing our skills and knowledge”

Participant 2, has stated that,

“From my perspective, this limitation not only hampers individual career progression but also affects the overall productivity and innovation within the sector. Without access to ongoing training and skill enhancement, employees may find it difficult to adapt to new technologies, industry trends, and global best practices. This, in turn, can impede the decision-making processes as employees may lack the necessary insights to contribute meaningfully to strategic discussions”

3.6.2 Solutions of the difficulties of communities barriers influencing decision making process of different level of workers.

The findings shed light on a few solutions that could be useful for addressing the barriers influencing the decision-making process of workers at different levels. These have been outlined by monitoring the interviews that have been conducted.

3.6.2.1 More Semitransparent

According to the person 2,

“This lack of effective communication and change management has led to confusion, resistance, and a sense of disconnect among employees”

The participant emphasized the need for a more transparent and inclusive approach to decision-making, especially during times of change.

3.6.2.2 More Integration

Person 1, shared her thoughts,

“To address this issue, I believe that it is crucial for companies in the RMG sector to prioritize cultural awareness and diversity training programs. These initiatives should be integrated into the onboarding process and conducted regularly to ensure that employees at all levels are well-informed about the diverse cultures within the organization”

Parson 2 also share her thoughts,

“I also suggest implementing mentorship plans that pair employees from various cultural backgrounds. This can facilitate cross-cultural understanding and provide a platform for open dialogue”

3.6.2.3 More Collaboration

According to parson 2

“By fostering a more collaborative and inclusive environment, we can tap into the wealth of knowledge and experience that exists within our workforce. This, in turn, will not only enhance the decision-making process but also contribute to the overall success and sustainability of the RMG sector”

3.6.2.4 More Channelization

According to Person 3

“I suggested that fostering a culture of open communication and collaboration is crucial for breaking down these barriers. Decision-makers need to actively seek out input from different levels of employees, creating channels for feedback and ensuring that the decision-making process is not isolated to the top echelons of management”

3.6.2.5 More Plans & Programs

According to person 4

“Creating tailored programs for employees at different hierarchical levels and addressing the specific challenges faced by each group could be a potential solution. By investing in the continuous learning of the workforce, the industry can foster a culture of innovation and efficiency, ultimately influencing decision-making processes positively.”

3.7 Summary & Conclusion

In the Ready-Made Garments (RMG) sector, the decision-making process of employees at different levels can be influenced by various barriers within the community. Understanding these barriers is crucial for effective management and organizational development.

Through the review report, we can discover the RMG sector and take care of the issue and capably. We also know about the exploring communities barriers influencing decision making process of different level employees:

- Diverse cultural backgrounds may result in varying perspectives on decision-making processes, as different cultures may prioritize certain values or norms over others.
- Lack of awareness and understanding of diverse cultures can lead to misinterpretations and conflicts during decision-making. If decision-making power is concentrated at the top levels of the organization, lower-level employees may feel disempowered and less motivated to contribute ideas.
- Employees may hesitate to voice their opinions if there is a fear of negative consequences or reprisals from higher-ups. If employees feel excluded from the decision-making process, they may become disengaged and less committed to the organization's goals.
- Decision-making that does not consider input from all levels of employees may lead to suboptimal outcomes and hinder organizational innovation. Employees, especially

those with long tenures, may be resistant to changes that disrupt established routines or traditions within the community.

- Insufficient efforts to communicate and manage change effectively can result in resistance and reluctance to accept new decision-making approaches. Employees may face challenges in contributing to decision-making processes if they lack the necessary skills, knowledge, or training.
- Insufficient opportunities for professional development may hinder employees' ability to adapt to new decision-making methodologies or technologies. Employees may encounter ethical concerns.
- Increasing awareness and emphasis on social responsibility may influence decision-making, requiring organizations to consider the broader impact of their choices on the community related to decision-making, impacting their willingness to participate in certain processes.
- Addressing these barriers requires a comprehensive approach that includes cultural sensitivity training, effective communication strategies, inclusive decision-making processes, and efforts to create a positive organizational culture.

Additionally, fostering a sense of community and collaboration can help break down barriers and enhance the decision-making process across all levels of employees in the RMG sector.

The internship program provided me with practical insights that complemented my theoretical knowledge from books. It proved instrumental in enhancing my skills and adapting to the corporate culture. One of the most valuable experiences in my life was my journey with Ha-Meem Group, a well-known Bangladesh-based industrial conglomerate primarily focused on the textile and garment industry.

The garments sector in Bangladesh is increasingly recognizing the significance of adhering to social and environmental codes of conduct. Various stakeholders, including NGOs, the private sector, and the government, are actively involved in ensuring compliance with specific laws and requirements. The Bangladesh Labor Law of 2006 aligns with international standards, reflecting the commitment of the government to regulate the industry.

Compliance has become a crucial requirement for international buyers, driving Bangladeshi manufacturers to uphold quality standards and legal obligations. In conclusion, my internship at Ha-Meem Group exposed me to a company deeply engaged in the textile and garment sector, encompassing activities from spinning and weaving to garment manufacturing. It's essential to recognize that community dynamics within Ha-Meem Group may differ based on

internal factors such as leadership practices and policies.

3.8 Recommendation:

Their community's barriers influencing decision making process of different level employees is good but they have some weakness also.

Language Differences: In a diverse workforce, language barriers can hinder effective communication, leading to misunderstandings and misinterpretations.

Communication Styles: Different levels of employees may have distinct communication styles, making it challenging to convey ideas or receive feedback effectively.

They should follow some steps:

Effective Communication Strategy:

A robust communication strategy is to be developed to ensure transparent and consistent communication at all levels. Various channels, including town hall meetings, newsletters, and digital platforms, are to be utilized to disseminate information.

Change Management Training:

Implement comprehensive change management training programs to equip employees with the skills to adapt to and embrace organizational changes. This will foster a positive attitude towards change.

Cultural Sensitivity Training:

Provide training sessions to enhance awareness and understanding of diverse cultures within the workforce. This will create a more inclusive and harmonious work environment.

Employee Engagement Initiatives:

Foster a culture of collaboration by encouraging employees to voice their opinions. Establish regular feedback mechanisms and platforms for employees to contribute ideas and concerns.

Decision-Making Framework:

Develop a structured decision-making framework that involves input from employees at different levels. This ensures that decisions are well-informed and reflective of the diverse perspectives within the organization.

Professional Development Opportunities:

Create clear pathways for professional development by offering training programs, mentorship opportunities, and career advancement initiatives. This enhances employee satisfaction and loyalty.

Inclusive Decision-Making Forums:

Establish forums or committees that involve employees from various levels in the decision-making process. This ensures representation and inclusivity in key organizational decisions.

They should consider searching for a competent local engineer to oversee machine maintenance. Additionally, streamlining their processing methods is crucial, as the current approach seems time-consuming due to the necessity of obtaining approvals from higher authorities, which can be expedited through the implementation of IT technologies.

When it comes to managing stationary supplies, traditionally handled by the HR department, the audit department takes on this responsibility. However, it may be more efficient for the HR department to handle inventory requests, as audit employees have distinct tasks. Transferring this responsibility to HR would facilitate smoother goods distribution among departments.

Employee training is essential for optimal performance. By providing adequate training, motivation, and a thoughtful salary structure, the company can enhance overall employee satisfaction and productivity. Moreover, ensuring that employees and workers receive a sufficient number of holidays, including government holidays, can contribute to reducing fraud and advancing internal control systems.

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