

Preparing for a first meeting
by Sara Helm

Meeting proposal

For:

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Against:

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Meeting proposal 1

Outsourcing our back office I.T. service to India at the end of next year.

For:

- much lower local labour costs
- excellent local I.T. skills
- cheaper business running costs
- enormous workforce
- workforce speak English
- less strict employment laws
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Notes:

Outsourcing our back office I.T. service to India at the end of next year.

Against:

- high set-up costs
- unfamiliar culture - different working practices
- local salaries rising
- unfamiliar with local English accent
- result in redundancies in our country
- bad publicity in our country - poor for company image
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Notes:

Preparing for a first meeting
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Conference calling should replace 90% of our company's business travel.

For:

- would save a lot of wasted work time
- less disruption to family life/happier employees
- cheaper costs
- more environmentally friendly
- international travel becoming increasingly difficult
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Notes:

Conference calling should replace 90% of our company's business travel.

Against:

- high set-up costs
- face to face contact considered important in our business
- would need extra office space
- employees like to travel
- would result in redundancies in travel industry
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Notes: