

## MONTHLY NEWS LETTER

### Special Points of Interest:

- Learning in the workplace
- WELCOME!!! Newly Engaged Staff
- Know Your Right and the Police

### September 2014 Sales Update

- Head Office sales Down by 18.4% against September 2013.
- Spintex Road Branch sales Down by 1.11% against September 2013.
- Kumasi Branch sales Up by 21.77% against September 2013.
- Takoradi Branch sales Up by 2.74% against September 2013.
- Weija Branch sales Up by 19.45% against September 2013.

## Encouraging Learning in the Workplace

Among the effective means by which a company succeeds is when all staff members in every department are fully engaged and knowledgeable about what they are doing.

The workplace is always made up of people who possess different levels of competence and knowledge about how a particular task may be done or how a service is better delivered to the satisfaction of a client.

The ideal is to get everybody to operate at a minimum standard level of competence and knowledge in order to achieve the objectives of the company; this can be done through formal training or better still, 'train-on-the-job'

Opportunities to help others learn come up all the time in the workplace. When you help a staff member deal with an angry customer, you have an opportunity to help them learn. When a team member comes to you frustrated by a recent change in work system, you have an opportunity to help them understand why the change .

Whether you regard this as 'training' or not, simply remember this kind of learning do not take place in formal classrooms, seminars.

Fortunately you don't have to be a trainer to want to help other people learn new things, and better understand their roles within the organization. Many people, at many levels, train others at some point – and they have a role in creating a learning environment that affects the way work is done, and how their teams are taught new things.

So how can you help people learn effectively within your company or team? There are many ways to do this, some of which involve actual 'lessons.' However, the general idea is to create an environment where people are committed to learning, and in which they are supported in their efforts. Remember we also learn even as we teach others.



### Helping Others Learn

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### WELCOME!!! NEWLY ENGAGED STAFFS

The Company has engaged Two new employees under Textile Trico Manufacturing Company Limited, a Sister company of Interface Limited. They will be stationed at the Company Head Office. The new engaged employees are as follows:

**Mr. Paul Frimpong — Driver (License “F”)**

**Mr. Romeo Tawiah Amankwah — Driver (License “D”)**

We wish them the best in the discharge of their duties and, **We say, AKWAABA!!**

## MONTHLY NEWS LETTER

# PRODUCT KNOWLEDGE-SELF LEVELING SCREED

Self-levelling screed is basically a form of concrete that gets laid onto a floor so that you can fix a final floor surface to the ground.

It is one of the easiest ways to level out or cover up any uneven ground such as cracks and holes so that you have a flat, solid surface to work with when you are laying your flooring.

It has excellent shrink resistance and is water-tight and protein free.

Uses for Self Levelling screed is virtually unlimited, it could be used in the office, inside warehouses, in your bathroom and kitchen, and it has even been used around airports and prisons.

It is essential for most floors to be completely flat so that when equipment or furniture are placed on them they stay even and don't wobble.

Self Levelling screed can help save money on time and ease of application.

### APPLICATION OF PRODUCT

When you are laying screed onto the floor, you have to make sure that the surface is clean and completely dry.

Apply a primer such as Bond-it to the floor and mix the Self Levelling screed in small batches, ensuring all air bubbles are removed by stirring after a few minutes, before spreading the screed.

A 20kg bag can cover 5sqm with a 3mm thick layer that hardens quite quickly after a couple of hours.

Once the screed has completely set, you can install the final floor covering you want and have it done with little hassle.

If you are using carpets, simply lay down the under-felt before laying the carpet. For tiling, you can fasten the tiles using regular grout, etc.

Self leveling screed will help you achieve a perfect finish and keep your floors level for years to come.



SELF LEVELLING SCREED

### ITEMS NEEDED

Clean bucket	Power mixer
Spreader	water

### **QUOTES FOR THE MONTH**

*Strength does not come from physical capacity. It comes from an indomitable will.*

**- Mahatma Gandhi**

## KNOW YOUR RIGHT AND THE POLICE

### **Can the Police close my complain and not take any further action?**

Yes. If after making their own inquiries the Police decide that there are no facts that support the idea that a crime was committed or there is not enough evidence to support allegations or acknowledge that a crime has been committed but the people who did it are not known—then they can close the case. They must also inform you of their decision.

## IT'S ALL LAUGH AND FUN!!!



There was a preacher who fell in the ocean and he couldn't swim. When a boat came by, the captain yelled, "Do you need help, sir?" The preacher calmly said "No, God will save me." A little later, another boat came by and a fisherman asked, "Hey, do you need help?" The preacher replied again, "No God will save me." Eventually the preacher drowned & went to heaven. The preacher asked God, "Why didn't you save me?" God replied, "Fool, I sent you two boats!"



SELF LEVELLING SCREED