

Meeting Role Play - Relocating Staff

Your company is relocating staff to South America in order to assist with an important construction project, which will last for 2 years. This is a brainstorming session to consider all of the factors that our company should be directly involved in to facilitate this relocation and to help the staff members.

Agenda:

Introduction and welcoming participants

Which of the following areas should the company pay for, and what should employees pay for themselves?

Legal and Immigration Requirements:

- Work permits, visas, and necessary legal documentation for both the employee and their family members.

Cultural and Language Differences:

- Should we pay for language classes for employees to learn Spanish?
- Should we offer cultural orientation and training?

Housing and Accommodation:

- Should we pay for employees' accommodation for the 2 years that they are there?
- Should we offer assistance in finding suitable housing?
- Support in negotiating leases and rental agreements.

Cost of Living:

- Should we assist colleagues with cost of living in the new location?
- Should we adjust the salary of employees (either higher or lower) to fit with cost of living in the new location?
- Should we offer employees expenses for the first week or two of the move in order to help them settle in?

Healthcare and Insurance:

- Should we pay for healthcare insurance for employees? Which type?

Family Support and Education:

- Will employees take their families with them? How much should we assist in the relocation of the families of employees?
- Should we provide information about educational options for the employee's children, including schools and universities?

Logistics and Relocation Services:

- Should we assist with the logistics of packing, moving, and shipping personal belongings?

Communication and Support:

- Should we dedicate one person as a point of contact within the company to address questions and concerns throughout the whole 2 years?

Brainstorming other methods that we might need to be involved in

Next Steps - Delegating responsibilities moving forward