

Daily Report

Date: September 5

Employee: Yoshie Saito

Division: Human Resources

Morning

Time	Activities
9:30	Arrive at work
10:00-10:30	Morning meeting / Prepare for the staff training seminar
10:30-11:00	Take trainees to the conference room
11:00-12:00	Arrange interview schedule

Afternoon

Time	Activities
1:00-1:30	Place an order for supplies
1:30-4:00	Create documents for receiving and terminating employment insurance for employees
4:00-5:00	Meeting w/ Ms. Morita about next training session
5:00-5:30	Clean up the conference room
5:30-6:30	Plenary session
6:30-7:00	Prepare for tomorrow's interview
7:00	Leave work

Messages

1. Friday is the application deadline for the training program for full-time staff. Confirmation e-mails must be sent to those who haven't responded.
2. I'm going to headquarters tomorrow to submit insurance documents.

Counsel / Suggestions

1. I think we need to have a group meeting once a week to exchange ideas about in-house training.