**Power Outage**

1. **What communication would you send out to your project manager/supervisor? Would you send this after the power comes back or would you send this communication before the power comes back? How many hours after the power outage would you send this email?**

* I will use Email Communication to send out and reach my project manager/supervisor. I will send this email before the power comes back for them to be aware. So that they can understand my situation as soon as possible. And I know that before the power outage, People in the community will be informed if there is power maintenance or something that will cause a power disruption. So that if I’m already informed of it, it will be better if I will send an email to my manager or supervisor. This friday our city will have a power outage and send them the reason and information from the power company so that they will understand that I can’t work for that day. And it depends on the situation of how many hours would I send the email. For example there is an inform letter on wednesday that my city will have a power outage on friday then I will send it immediately to my supervisor.

1. **Say you were mentoring someone else in the Village and this person failed to send any type of communication back to the supervisor/team till Monday morning. What advice would you give this person?**

* I will advise this person that in every company communication is very important. There are 3 kinds of the C type player, the B type, and the A type. And if you are this type of player you are a C type player, you don’t respond at all and it means that you are not checking your emails and communication platform that your supervisor and team mates are using. You need to become more active in your communication because without your communication it is impossible for you to achieve something, even if you are the most qualified employee out there. Because once a person said that if you can talk you are letting people know who you are.

1. **How would you make up for the lack of progress and the lack of hours you’ve put into the project? How would you communicate this to the supervisor? Or would you just assume that it’s okay not to make up for these hours as it’s already Saturday your time?**

* I will make up and talk to my supervisor. That I will give overtime for my work even on Saturdays. Because in the first place it's my job to do the project.

1. **If you missed any important deadlines for the project due to this, how would you make up to your supervisor/team for this lack of progress? How would you communicate this?**

* If I missed deadlines for the project. I will make it up to my supervisor and the team. I missed this project for the reason that I can't really work. And besides, a company worker is always lending a hand for each one of them if there is a problem. That's why it's called a TEAM anyway.

# **A new project**

1. **What went wrong with this scenario?**

* In this scenario it went wrong because first of all is the employee was still having projects and yet the supervisor given another new project, the second is you need to communicate to your supervisor even he or she is super busy. One email is enough they might be busy but they are always checking their emails.

1. **What could you have done to improve this situation?**

* Ask your supervisor the questions and what part are you confuse with.

1. **What would you do to rectify this situation?**

* To make this right you already communicate with the supervisor. After making a project make sure that you collect all the information you need. Dont be shy to ask. And if thats happen you dont have any questions about the project and you’ll have the expected output and finishing it on time.

**The Email :**

**From:** [**ajeffdaeazon@gmail.com**](mailto:ajeffdaeazon@gmail.com)

Good Morning Sir, Sorry for sudden sending email i know that your busy sir but I have some few questions about the project there are some part and areas of the project that I am confuse of. And I want to talk to it to finish the project sir. Thank you sir.

**-Sincerely,  
Almarez, Jeff Daezon P.**

# **Project deadline passed**

1. **What went wrong with these situations?**

* The supervisor forgot about the project and the employee did not say anything or he didnt remind his supervisor.

1. **How could you handled this situation better?**

* First i will remind my supervisor and talk to him to remind him if he really forgot the project he assign to me. Before it gotten worst.

1. **If you were to go back on time, when would you go back to and what email communication would you send and why?**

* If I can go back on time, I’ll send email to the supervisor, because I want to remind him about the project and also appologize that I didnt finish the project in time and ask for some extension time for me to make it up.

1. **Who was ultimately responsible for this project being completed? Who should have followed up first? The supervisor or you?**

* We both responsible of it. The supervisor is responsible of checking and consulting me if I already done with the project. And Im responsible to Finish this on time. I’m the one who should followed up first because I was already aware that I really need to finish this project.

**The Email:**

**From:** [**ajeffdaeazon@gmail.com**](mailto:ajeffdaeazon@gmail.com)

Good Morning Sir, I am working really hard during this week and wednesday is coming but I dont have much progress to the project sir. I would like to ask for more time to finish the project if we can sir. Have a nice day. Enjoy your weekend sir. See you on monday.

**-Sincerely,  
Almarez, Jeff Daezon P.**

**From:** [**ajeffdaeazon@gmail.com**](mailto:ajeffdaeazon@gmail.com)

Good Morning Sir, It’s now Tuesday and I am really sorry to say that I still didnt finish the project, And If its okay i would like to us for more time to finish the project . Thank You sir. Have a nice day.

**-Sincerely,  
Almarez, Jeff Daezon P.**

# **Meeting Scheduled**

1. **What went wrong here?**

* The supervisor who is has the responsible to be on time, and the worker dont have patto wait for his supervisor.

1. **If you were super proactive in your communication, what would you have done?**

**What message would you send your supervisor and when would you send this?**

If I were proactive, I will send a email to remind my supervisor if this meeting. Because I understand that because of many works he have he forget somethings because of his works so we employee need to remind them.

**The Email:**

**From:** [**ajeffdaezon@gmail.com**](mailto:ajeffdaezon@gmail.com)

* **Hi Sir, Good Afternoon. I’ll be waiting over zoom before 3pm sir. See you there sir.**

**-Sincerely,  
Almarez, Jeff Daezon P.**

# **A new consulting project**

**The Email:**

**From:** [**Mark@gmail.com**](mailto:Mark@gmail.com)

**To:** [**John@gmail.com**](mailto:John@gmail.com)

**Good Day Sir,**

How are you sir, I send this email to you, because I want to have a good communication with you for the project, I will be so grateful if you will reply to the email.  
  
I am happy to work with you as my client And I am so thankful that you give me this project as an opportunity, I just want to have good connection between us to have a good output of the project and to avoid misunderstanding.

I am new with this kind of project and I'm so excited to explore. So that I am asking for a meeting with you so that we can share and understand more what you really want output of the project. Thank You. I hope you will respond, sir.

-**Sincerely,**

**Mark**

**Major error**

**Would you wait a few days, until the client cools down, to talk to the client? Would you wait until the client comes and talks to you to arrange a meeting? If you were to draft an email to the client now, what would you say?**

* In this kind of situation you need to do is make an apology to your client and make an email to have a zoom for the client to understand everything.

**The Email:**

**To:** [**ajeffdaezon@gmail.com**](mailto:ajeffdaezon@gmail.com)

**Good Day Sir,**

I want to say sorry for what happened to the project sir, I was too careless and I didnt know the data for this last week. I sent this email to make it up with you sir. I want to talk to you and have a meeting. And I know that this is my mistake so I need to fix this problem. I need to talk to you and your ideas sir.

-**Sincerely,**

**Almarez, Jeff Daezon P.**

**Sickness of a family member**

* What I want to do is inform my supervisor as well as my teammates about my position and inform them that my wife requires assistance and that there is a period when I can do my duty other than now. I'll keep in touch and send them emails for communication.

**The Email:**

From: [ajeffdaezon@gmail.com](mailto:ajeffdaezon@gmail.com)

Good Day Supervisor/Teammates,

I want to say sorry I didnt you guys and pardon me I didn't complete the meeting and the task, because of emergency my wife is suddenly feels so sick, she cant stand because of dizziness and headache so that I need to take care of her. I hope you guys understand my situation today. You can count on me tomorrow that I will spend more time and making up for the task I have been missed today.

-**Sincerely,**

**Almarez, Jeff Daezon P.**

**Mental Health Concern**

1. **What do you think is happening here?**

* I think this is a mental breakdown and stress.

1. **If you were Steve's supervisor and you noticed the change in Steve's output after 3 days, what would you do?**

* As a supervisor you also need to take care of year employees and team so that. I think I would give him a leave and comeback until he feel ok. And if I have time I will personally talk to him what is the problem make me his listener.

1. **If you were Steve, how are you going to communicate this to your supervisor and teammates?**

* I will sent them a email and ask for a leave for a while. To rest and to unwind.

**Teammate not following Policy**

1. **What is wrong in this situation?**

* A worker is not following company policy, and abusing because the supervisor is working remotely.

1. **What should Mimi do?**

* Mimi Should report this kind of action for the company reputation and also its unfair to the other workers in the company. So this needs to stop.

1. **To whom and how should Mimi communicate this?**

* Mimi should communicate with the supervisor via email.

# **Unpredicted added task**

1. **How will you communicate this with your team?**

* I will make up with them and tell them I'm really sorry because I didn't know and see that it needs RnD.

1. **After the RnD, you found out it will take at least another day to finish the task. How will you say it to your team and your supervisor?**

* I will tell them that there is a task that we missed because we didn't notice it and we cannot finish it on the day of the deadline.

1. **If you are a team leader, what would be your response to this kind of situation?**

* I will ask for his forgiveness and as a team leader I am responsible for handling it.

1. **What do you think is the possible solution to make it to your deadline?**

* I will communicate with my teammates and tell them we can do it together and tell them and encourage them that we can still make it on time.

# **Reflection Paper**

**The main takeaway for me is that I really need to continue learning how to communicate more. My insight gained from this course is not just because you have the skill to speak and communicate if you can say whatever you want to say. It's also how you treat people, making your communication skills more pleasing and taking it in the right setting, And the more you know how to communicate the more you will recognize.**

**For now I am giving a rate for my communication skills 5, because even though I take this course I still use it, but today is the first day I will practice it. And also I'm not yet that good or fluent speaking English yet, and I know that I need to improve more so for now only 5. And after 12 months I can rate myself 9 because here at village 88 they are not just making us good developers but also making our communication skills improve more.**

**The scenario that provided the most learning for me is the “Teammate not following Policy”. It's about being honest of what you do in the work whenever your supervisor sees or not what you are doing. Being responsible to follow what is the rules and company policy. Respecting yourself for not believing in your own lie’s.**

**The core values I want to focus on improving this coming months is “Honesty” . I picked these not because I'm not honest, but to read a person if they are really telling you the truth or not. Honesty is the most important thing for me now. I want to improve this because I want to be more honest to myself. For example accepting that I am not good at this thing. And I am starting with myself.**

**I also learned that you always need to be understandable depending on what the position of people is. Be good at reading situations before making a move. Be aware if you are really making good communication in this way or not. For example the supervisor. They are receiving hundreds of emails everyday. And they send an email to you. You need to respond in a few hours. Because not like them they are receiving so much email but they are always checking their email. And you should too.**

**Appendix**

* I will use Email Communication to send out and reach my project manager/supervisor. I will send this email before the power comes back for them to be aware. So that they can understand my situation as soon as possible. And I know that before the power outage, People in the community will be informed if there is power maintenance or something that will cause a power disruption. So that if I’m already informed of it, it will be better if I will send an email to my manager or supervisor. This friday our city will have a power outage and send them the reason and information from the power company so that they will understand that I can’t work for that day. And it depends on the situation of how many hours would I send the email. For example there is an inform letter on wednesday that my city will have a power outage on friday then I will send it immediately to my supervisor.
* I will advise this person that in every company communication is very important. There are 3 kinds of the C type player, the B type, and the A type. And if you are this type of player you are a C type player, you don’t respond at all and it means that you are not checking your emails and communication platform that your supervisor and team mates are using. You need to become more active in your communication because without your communication it is impossible for you to achieve something, even if you are the most qualified employee out there. Because once a person said that if you can talk you are letting people know who you are.
* I will make up and talk to my supervisor. That I will give overtime for my work even on Saturdays. Because in the first place it's my job to do the project.
* If I missed deadlines for the project. I will make it up to my supervisor and the team. I missed this project for the reason that I can't really work. And besides, a company worker is always lending a hand for each one of them if there is a problem. That's why it's called a TEAM anyway.
* In this scenario it went wrong because first of all is the employee was still having projects and yet the supervisor given another new project, the second is you need to communicate to your supervisor even he or she is super busy. One email is enough they might be busy but they are always checking their emails.
* Ask your supervisor the questions and what part are you confuse with.
* To make this right you already communicate with the supervisor. After making a project make sure that you collect all the information you need. Don't be shy to ask. And if thats happen you don't have any questions about the project and you’ll have the expected output and finishing it on time.
* The supervisor forgot about the project and the employee did not say anything or he didn't remind his supervisor.
* First i will remind my supervisor and talk to him to remind him if he really forgot the project he assign to me. Before it gotten worse.
* If I can go back on time, I’ll send an email to the supervisor, because I want to remind him about the project and also apologize that I didn't finish the project in time and ask for some extension time for me to make it up.
* We are both responsible for it. The supervisor is responsible for checking and consulting me if I am already done with the project. And I'm responsible to Finish this on time. I’m the one who should follow up first because I was already aware that I really need to finish this project.
* I think this is a mental breakdown and stress.
* As a supervisor you also need to take care of year employees and team so that. I think I would give him a leave and comeback until he feel ok. And if I have time I will personally talk to him what is the problem make me his listener.]
* I will sent them a email and ask for a leave for a while. To rest and to unwind.
* A worker is not following company policy, and abusing because the supervisor is working remotely.
* Mimi Should report this kind of action for the company reputation and also its unfair to the other workers in the company. So this needs to stop.
* Mimi should communicate with the supervisor via email.
* I will make up with them and tell them I'm really sorry because I didn't know and see that it needs RnD.
* I will tell them that there is a task that we missed because we didn't notice it and we cannot finish it on the day of the deadline.
* I will ask for his forgiveness and as a team leader I am responsible for handling it.
* I will communicate with my teammates and tell them we can do it together and tell them and encourage them that we can still make it on time.