Demonstrating Confidence

Solution

Please read the scenario and then respond to the three questions below:

Scenario

You have been invited to join ‘Project Albatross’ which consists of a multi-functional team developing Microsoft’s next hackathon on the topic of ‘Sustainability’. Your manager nominated you as they know you have an interest in the topic and feel it is a good opportunity for you to build your profile in the company. You have not been involved in a hackathon before and are excited, although a little daunted, about the prospect. The kick-off meeting for the project is three days away and will be held face-to-face. The meeting is being led by Fergus Smith the Project Sponsor. Also attending are Erica Wu (Program Manager), Anita Wang (Software Engineer), Eugene Feng (Cloud Solutions Architect) and Sharon Ying (Premier Field Engineer). You believe most of the project team were involved in managing last year’s hackathon. The purpose of the kick-off meeting is to meet everyone on the project team, review what worked well last year, identify what didn’t work well and what needs to change, brainstorm ideas and then allocate responsibilities.

What three things can you do BEFORE the meeting to build your confidence and credibility?

* Making Notes of the relevant questions that I have to ask in order to come up with solutions for the hackathon.
* Letting know of my position statement and where am I in the learning curve.
* Rehearsing the meet with a timer to make maximum use off the face to face video conversation we happen to have.

What three things can you do DURING the meeting to build your confidence and credibility?

* Letting the colleagues know that how their answers and helping me clear SPECIFIC doubts.
* Drafting a dictionary of terminology that comes up in the process.
* Making a Gantt chart to keep track a of our tasks.

What three things can you do AFTER the meeting to build your confidence and credibility?

* Establishing a communication channel that proves to be a regular in the timeframe of hackathon preparation.
* Asking of the free slots in which I can present emulated version of output.
* Revisioning the format to keep while we meet next time.