**Module Two: Team Presentations (20%)**

**Task Requirements:**

* The team will interview someone who has worked, or is working, full time (but not at KFUPM) to investigate how they used each of the following skills in their first months of employment: **taking initiative and** **adding value** (skills we will be learning about in the following 2 weeks). See the ‘*notes on crafting interview questions*’ below.
* The interview must be a minimum of 15-minutes long. It should be voice recorded, and the audio file submitted via a Onedrive link in Blackboard. Also, if the interview is done is Arabic, the first 3 minutes (minimum of 300 words) must be translated into English and uploaded onto Blackboard. If the interview is done in English, the first 1 minute (minimum of 100 words) must be transcribed and submitted.
* Each team will deliver a 6-minute (for teams of 3) or an 8-minute (for teams of 4) presentation on the two skills to the class, describing what they learned. The presentation must include the following sections:
  + **INTRODUCTION of the interviewee and of the aim of the interview**,
  + **ANALYSIS (i.e. what was learned) of the interviewee’s responses** (using actual answers/content from the interview),
  + **DISCUSSION of the responses’ potential applicability** in the future professional careers of team members. In order to do this step, **each member** will member do and present about the following:
    - a) imagine a specific situation or responsibility (task) at your first job, and
    - b) speculate on how what you learned from the interviewee could be helpful in that context.
  + **CONCLUSION** which synthesizes your findings about how taking initiative and adding value can impact your future.
* The presentation time must be shared equally among the team members. An F in task completion is an F overall.

**Notes on crafting interview questions:**

In order to clarify how the interviewee dealt with ‘adding value’ for example, at his company, you ought to ask questions such as the ones below. Doing so would allow you to set the stage for eventually arriving at ‘adding value’, instead of immediately asking ‘So, how did you add value at your company?’. Using a funnel technique would be a helpful approach as it involves starting with broad questions and following with more specific questions to get the information you want.

Example:

Question #1: What were your job responsibilities?

Answer #1: *I worked as a software developer maintaining and adding new features to the company’s accounting system product.*

Question #2: What kind of issues did you encounter while developing the accounting system?

Answer #2: *There were many bugs from previous versions of the product which hampered the development of the new versions.*

Question #3: How were you able to address these issues?

Answer #3: *Identifying bugs and removing them is generally a very time-consuming process, so I devoted more time in the office to solving this problem. Also, I improved the bug detection mechanism our team used, by implementing a function which made it easier to identify types of bugs which had been discovered previously in the software.*

Question #4: Looking back, is there anything else that you could have done to exceed your boss’ expectations when dealing with this kind of issues?

Answer #4: *Well, there is always more that can be done. Still, I think I could have been more proactive about asking my boss in the beginning what kinds of bugs needed to be addressed. Fixing some types of bugs is critical to the operation of the system, while other types of bugs are inconsequential, and they often can be ignored.*

Question #5: In more general terms, not considering the issue of bugs, what do you think is needed to exceed your bosses’ expectations at your company?

Answer #5: *I think it is important to understand what your boss values most from his staff. However, to do this well it requires a combination of asking him directly in addition to being able to read between the lines and understand what he considers important, even when he does not tell you explicitly.*