



# 10 Academy

## Kifiya AI Mastery Training Program 2

*Jerusalem Fetene Mekonnin*  
*(Lecturer @University, Software Engineering)*

September 2024  
10 Academy  
Feedback delivery and accepting criticism (careers exercise)

# Slack Message to Senior Management

2

Subject: Team Concerns and Proposals for Project Delta

Hi Senior Management Team,

I hope this message finds you well. I wanted to take a moment to share some insights and concerns from our team regarding Project Delta. As you know, this project is critical for our company's growth, and we are committed to its success. However, we believe that addressing a few key areas will enhance our effectiveness and ensure we meet our goals.

## 1. Resource Allocation:

Our team has expressed concerns about the current resource allocation strategy, which is primarily based on years of experience. We believe that a more balanced distribution of tasks, aligned with individual strengths and expertise, would optimize our productivity and morale.

Cont...

3

## 2. Timeline Feasibility:

Given the complexity of the tasks involved, our team feels that the proposed timeline of 7 months may not be realistic. We recommend extending the timeline to a maximum of 11 months to allow for thorough research, development, and testing without compromising quality.

## 3. Decision-Making Process:

The current top-down decision-making approach has left some team members feeling undervalued. We propose a more collaborative process that leverages our team's insights and expertise, ensuring a well-rounded perspective on key decisions.

We appreciate your consideration of these proposals and look forward to discussing them further.

Warm regards,  
Jerusalem Fetene Mekonnin  
Project team leader at ABC Company

## Email to Senior Management

4

Subject: Importance of Team Proposals for Project Delta

Dear Senior Management Team,

Thank you for your feedback regarding our recent proposals for Project Delta. I appreciate your approval of the resource allocation adjustments. However, I would like to further discuss the importance of our proposed timeline and decision-making process.

### 1. Timeline Feasibility:

The complexity of Project Delta necessitates a realistic timeline. A 7-month timeframe may lead to rushed decisions and compromised quality, which could jeopardize the project's success. Extending the timeline to 11 months would allow us to conduct thorough research, develop a robust prototype, and ensure comprehensive testing. This approach aligns with best practices in project management, where adequate time is crucial for quality outcomes.

Cont...

5

## 2. Collaborative Decision-Making:

Involving the team in the decision-making process fosters a sense of ownership and accountability. A collaborative approach can lead to innovative solutions and enhance team morale. When team members feel their insights are valued, they are more likely to be engaged and committed to the project's success.

I urge you to reconsider these proposals, as they are vital for ensuring that Project Delta not only meets its objectives but also positions our company favorably in the market.

Thank you for your attention to these important matters. I look forward to your

# Steps to Communicate Final Decisions to the Team

## 6

### 1) Schedule a Team Meeting:

- Set a date and time for a team meeting to discuss the final decisions regarding Project Delta.

### 2) Prepare a Clear Agenda:

- Outline the key points to be discussed, including the final decisions on the timeline and decision-making process.

### 3) Communicate the Decisions:

- Clearly explain the management's decision to maintain the 7-month timeline and the top-down decision-making approach.

### 4) Acknowledge Team Concerns:

- Recognize the team's concerns regarding the timeline and decision-making process, and express appreciation for their input.

cont...

7

5) Emphasize the Importance of the Project:

- Reinforce the significance of Project Delta for the company and the need for everyone's commitment to its success.

6) Encourage Open Dialogue:

- Invite team members to share their thoughts and feelings about the decisions, fostering an environment of open communication.

7) Reiterate Support:

- Assure the team that you are there to support them and that their expertise will be crucial in executing the project successfully.

# Communication Focus Points

8

- Acknowledgment of Team Input:
  - Emphasize that their insights were valued and considered.
- Importance of Project Delta:
  - Highlight the project's significance for the company's growth and market position.
- Commitment to Success:
  - Encourage a collective commitment to achieving project goals despite the challenges.
- Support and Resources:
  - Reassure the team of your support and the resources available to help them succeed.



# Communicating Team Member Resignation

9

Subject: Team Update

Dear Team,

I wanted to take a moment to address a recent development within our team. [Team Member's Name] has decided to resign from ABC Company. While we will miss their contributions, I want to assure you that our project and team dynamics will continue to thrive.

Change can be challenging, but it also presents an opportunity for us to come together and support one another. I encourage everyone to focus on our goals for Project Delta and to continue collaborating effectively.

If anyone has concerns or needs support during this transition, please feel free to reach out to me directly. Let's keep our momentum going and work towards the successful completion of Project Delta.

Thank you for your understanding and commitment.

Warm regards,

Jerusalem Fetene Mekonnin

Project team leader at ABC Company

Thank You For  
Your Attention!



Your questions, please!