From: **Karl Borromeo**

<div align="center">REFLECTION PAPER</div>

1. I gained how to respond better on the events that may I encounter during my working careers as developer or a member of an organisation or team.

2. If I rate my communication skill before taking this course, I think 4 out of 10. After taking the course I can now rate myself as 6 out of 10. If I rate myself again after 1 year, I think my communication skills will be either 8-10. I am rate myself this high if after a year because right now i absorb a lesson that came from a supervisor Mr. Choi. And if I am in the actual field of the workplace I can apply these lessons and can learn more about it.

3. Frequency and Modes of Communication: Scenario 2. This scenario is impactful for me because my hobby was not to totally respond immediately to the emails i received but now I learned that I should respond immediately asap if i receive an important email especially if it is for me.

4. Avoid Judgement on Character, I picked this to focus on my career cause I want myself not to be judgemental to the others especially to their skills. I will improve this through actually experiencing the workplace and having to spend time with the teammates and etc.In this bootcamp also i believe that i can learn to improve this skills here.

5. None.

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?**

   Ans.

   I will email my supervisor/manager before the power comes back in order to notify them that I can't perform the tasks. And after the power comes back I will notify them again and I will continue my work.

2. **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?**

   Ans.

   I will advise him/her to notify the supervisors/team when there are things that went unexpectedly.

3. **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?**

   Ans.

   I will explain to the supervisor that the project will be delayed a bit because of the power outage and I will assure them that I will cope with the lack of progress on Saturday.

4. **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?**

   Ans.

   I will explain the situation to them and will try to work on the lacking progress.

A NEW PROJECT

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

   Ans.

   The wrong of this scenario is that not clarifying the task even though had a lot of question/confusions

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

   Ans.

   First is to be honest if confused on the task and ask for clarifications or ask other colleagues.

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

   Ans.

   To correct his scenario i should ask first and be honest that i am confused of the task in order for me to understand well the task and bigger chance to complete the project

4. **If you could have gone back in time to a week before (when the supervisor first gave you that project and you had some uncertainties/questions back then), draft what that email communication would have looked like.**

   Ans.

   My email:

   Good day sir/ma'am,

        I was confused by the task that you assigned to me which is the <Name of the Project>. With this topic I am confused about <The part where i am confused>. How was <my question>. Thank you for understanding sir/ma'am.

   Sincerely yours,

   Karl

PROJECT DEADLINE PASSED

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

   Ans.

   What went wrong is giving an exact day, The day should have an allowance in order to lessen the unfinished project on the assigned day. And also if the day is fixed the 40 hrs should be not enough especially if it is a near deadline schedule. And also should update whatever the status of the project on the day the project is expected to be finished.

2. **How could you have handled this situation better?**

   Ans.

   I will work more than 40 hrs

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

   Ans.

   I will send an email or any other platforms that the supervisor or the company is using.

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

   Ans.

   Me, I should update the supervisor on my own.

MEETING SCHEDULED

1. **What went wrong here?**

   Ans.

   I log out without notifying the supervisor

2. **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?**

   Ans.

   I will notify the supervisor about the meeting after 15 mins if he hasn't shown up yet.

3. **Draft the communications you would send to your supervisor and when you would send each of these communications.**

   Ans.

   Hello sir/ma'am,

   Our scheduled meeting today is 3pm as you assigned. I am sending this message in case you missed the schedule or forgot. Hoping for your understanding.

   Sincerely yours,

   Karl

A NEW CONSULTING PROJECT

1. **Draft your email to the client where you can communicate your excitement about the project and where you can ask appropriate questions to the client. Also, specify when you would send this communication and why you've picked that timing.**
   Ans.
   Hello Ma'am/Sir,

   I am the programmer that is assigned by the <Company Name> on your project <Project Name>. I am thrilled and excited for the challenge and the outcome of this project. Can we make a scheduled day to update you for my progress on your project. I want to show the progress I made and the question I came up with while developing your product.

   Sincerely your programmer,
   Karl

   I will send this email before the project starts in order to build a foundation relationship with the client.

MAJOR ERROR

1. **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?**

   Ans.

   If I find out that the database was hacked, I will wait for myself to cool down and absorb the situation. And after it I will email the client for the situation. As expected the client will be mad. Of course no one will be happy about it. I will arrange a meeting and listen to the scolding and make it a big lesson for my entire life to provide a backup.

SICKNESS OF A FAMILY MEMBER

1. **What would be your plan in this situation?**

   Ans.

   Firstly, I will prioritise my wife to help herself. Helping my wife isn't like you are occupied the whole day.I will still do the task that needs to be done and also help my wife. I will work more hours in order to finish the project.

2. **What would you do if helping your wife means you won't be able to complete all the tasks for the day?**

   Ans.

   I will notify the supervisor about my wife. And I will tell them that I tried to work but seems very occupied due to having to always help my wife at the current time. And if my wife is settled at night I will try to work the project

3. **How should you communicate this with your supervisor and with your teammates?**

   Ans.

   I prompt a message about the situation and I will still work on it while my wife is asleep already.

MENTAL HEALTH CONCERN

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

   Ans.

   I think that Steve was stressed by the work or there are other things that made Steve become mentally unstable like this.

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

   Ans.

   If I am a supervisor I will talk to him one on one. I will explain to him what I observed and I will ask him what can I help as his supervisor for him to relax a bit

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

   Ans.

   If I am Steve, I will honestly tell my supervisor how I felt and how I feel unmotivated about the work. I am expecting that the supervisor will not ignore this situation if the company values their employees.

TEAMMATE NOT FOLLOWING THE POLICY

1. What is wrong with this situation?

Ans.

The wrong in this situation is Matt taking advantage of the status of his supervisor which is working remotely.

2. What should Mimi do?

Ans.

For me Mimi will open the idea of the policy to Matt once and if Matt will never listen to it, I will somehow report to the supervisor that there is someone that is not always following the policy and I will never mention Matt's name.

3. To whom and how should Mimi communicate this?

Ans.

Mimi will communicate first with Matt personally and the second option is Mimi will send an email about what she observed of her workplace.

UNPREDICTED ADDED TASK

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

   Ans.

   I will update the team that I encountered an unpredicted task and I will tell them that I will take extra hours to finish the task as i could.

2. **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?**

   Ans.

   If I find out that this task will take me another day, I will update again to the team and my supervisor that I can't make it before the deadline. I will explain why it takes a day.

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

   Ans.

   If I am a team leader, I will motivate my teammates to try to finish it as they can, but if we find out that it is impossible, we will extend a day and as a leader I will communicate to the supervisor and others what happened.

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

   Ans.

   The possible solution is to try to finish it before the deadline And also the possible solution also is that the estimated day should have an allowance in case of unpredicted tasks like this.

APPENDIX