1. I firmly believe that effective communication is crucial in resolving any problem. Furthermore, I am convinced that the greatest achievements can only be attained through teamwork. In the realm of communication, it is essential for all participants to maintain a certain level of respect and empathy. Therefore, my initial approach would be to demonstrate openness to dialogue and collaboration. If I encounter this situation with a more experienced colleague, I would regard them as a mentor, seeking their guidance, showing genuine interest in their skills and personality. When working with a colleague of similar expertise, I would strive to unite us around a shared idea, common interests, and a mutual goal. If these attempts prove unsuccessful, I would make an effort to engage the colleague in a personal conversation. During this discussion, I would aim for a constructive dialogue free from excessive emotional burden. Should this approach also fail, I would escalate the matter to my supervisor, emphasizing how our joint project would suffer as a consequence. Ultimately, it is important to recognize that people are not obliged to like each other, and interpersonal issues with a colleague may stem from personal, non-objective factors.
2. To begin with, it is essential to have a clear objective for the meeting, which can be achieved through a well-defined agenda. It is crucial that all participants understand the purpose of the gathering, the questions to be addressed, and the decisions to be made. This clarity also ensures that the meeting concludes once the goal has been accomplished. In cases where the agenda includes a substantial amount of material to cover, it is advisable to split the meeting into multiple sessions. When certain topics require in-depth discussions but not everyone on the team needs to be involved, it is beneficial to create sub-groups with the necessary participants who can provide relevant outcomes to the team. Allocating time for each agenda item and adhering to the schedule is a good practice. To keep participants focused, it is helpful to request that they come prepared for the meeting by writing bullet points related to their speech in accordance with the agenda.