10 Academy cB : Week 5

Careers Exercise

Asking Good Questions

**Deadline: 25th May, 2024. 8PM UTC**

**Introduction**

Understanding how to ask the right questions is crucial in any professional setting. This skill enhances your ability to gather essential information, solve problems effectively, and engage meaningfully with colleagues and stakeholders. The 'right' question often is not about finding a direct answer but about exploring possibilities and understanding deeper undercurrents of business operations.

In this challenge, you will analyze the given various workplace-related scenarios and decide whether further questions are needed. If questioning is required, you must formulate specific, strategic questions that would be appropriate to ask in each situation.

**Objective:**

The goal is to develop the trainees' ability to discern when additional information is necessary and to craft questions that lead to clarity, facilitate decision-making, or reveal deeper insights into the issues presented.

**Instructions:**

The scenarios below are made of:

* Scenarios where you need to ask further questions to understand the situations and actions that need to be taken.
* Scenarios where you may be curious to know more even though there are no actions that need to be taken.
* Scenarios where the information given are satisfying and you don’t need to ask any further questions.

**Task**

For each scenario provided below, answer the following:

1. Determine whether further questions need to be asked to better understand the situation and to assist in decision-making, or to satisfy your curiosity, or not.

* If you decide that no further questions are needed, give us 3 reasons why.
* If you decide that further **action questions** or **curiosity questions** are needed, write down 5 specific questions you would ask. Aim to formulate questions that are clear, purposeful, and relevant to the context of the scenario.

**NOTE: DO NOT MAKE ANY ASSUMPTIONS IN THE SCENARIOS.** Consider the information provided as the only information you have to make your decision.

**Scenarios**

**Scenario 1:**

During a team meeting, it is announced that your objective is to enhance the performance of an existing machine learning model. The meeting ended with the team discussion only focusing on general goals for improving model operations within the next quarter.

**Scenario 2:**

The HR department sends out a memo detailing a new company policy on remote work, which includes eligibility criteria, steps for application, tools provided by the company, expectations for remote workers, and resources for technical support. The memo is thorough and includes a FAQ section that addresses common queries and concerns.

**Scenario 3:**

Your team receives an email about upcoming IT maintenance that will affect several systems you use regularly. The email lists the systems but does not mention the duration of the downtime and other necessary informations.

**Scenario 4:**

You are assigned to integrate a new natural language processing (NLP) feature into an existing application. The project brief describes the end goals for user interaction improvements and enhanced data analysis capabilities through the NLP feature.

**Scenario 5:**

You are given access to a well-documented API for a machine learning model, including detailed usage examples, a list of endpoints, expected input/output formats, and error handling instructions. The documentation also includes a changelog with updates from previous versions.

**Scenario 6:**

The project lead shares a detailed plan for deploying a new data pipeline. The plan includes a timeline, resource allocation, tools to be used, and a step-by-step guide for the deployment process. Additionally, there's a support contact list and a troubleshooting section addressing common issues from past deployments.

**Scenario 7:**

On your first day, you're given a rapid tour of the office and briefly introduced to different digital tools and platforms that the company uses—each with distinct roles in operations, communication, and project management. Your orientation session includes a quick overview of each tool by various team members, but it lacks in-depth training or guidance on how to effectively use these tools in your specific role. You're expected to start working on projects from the next day, which involves interacting with many of these platforms.

**Scenario 8:**

You are tasked with organizing a small departmental conference. The administration has provided you with a conference plan, session plan, timelines, clear budget, a list of preferred vendors for catering and equipment, past event feedback to guide your planning, and a checklist of logistical steps to follow, approved by the previous event coordinators.

**Scenario 9:**

You're deeply involved in several critical tasks: rolling out a new software system, updating major data tools, organizing a company-wide training session on data security, finalizing quarterly performance reports, and overseeing the integration of a newly acquired company's technology into existing systems. With each project demanding thorough attention and varying skills, from technical knowledge to project management, the combined pressure is immense. Recognizing the need to maintain high standards of work, you're considering the best approach to seek additional help.

**Scenario 10:**

The company has just announced that it will be buying another company to become bigger and offer more products. When one company buys another, they usually have to combine their teams and figure out the best way to work together. This process can affect many parts of the company, from the jobs people do to the new opportunities that might come up. During a brief meeting, the leaders explained that this acquisition means our company will have more employees and a broader range of products. They talked about how this would help us compete better in the market.

**Submission**

Make a PPT / Google slides with 12 slides maximum and convert it into PDF, then submit on Tenx.

**Usefulness in real life**

This exercise allows you to develop the art of being curious and the skill of asking questions. These two concepts are vital skills necessary for navigating the world of work and in your personal life.

**Rubrics:**

1. Scenario 1 (10 points): You need to decide whether further questions are necessary or not necessary to understand the situation and improve the model's performance. **Grading will focus** on the clarity of your decision and reasoning, and the formulation of good questions if required.
2. Scenario 2 (10 points):Assess whether additional questions are needed or not needed to understand the new remote work policy fully. **Grading will consider** the completeness of your analysis, the justification for not needing further questions, or the relevance and clarity of the questions if you decide more information is needed.
3. Scenario 3 (10 points): Evaluate whether additional questions are required or not required to gather necessary information about the upcoming IT maintenance. **Grading will focus** on the clarity of your decision-making process and the formulation of relevant questions if deemed necessary.
4. Scenario 4 (10 points): Decide if further questions are needed or not needed to understand the scope and objectives of integrating the NLP feature. **Grading will consider** the justification provided for your decision and the clarity and relevance of any additional questions proposed.
5. Scenario 5 (10 points): Assess whether additional questions are necessary or not necessary to fully comprehend the provided API documentation. **Grading will focus** on the completeness of your analysis and the formulation of purposeful questions if required.
6. Scenario 6 (10 points): Analyze if further questions are needed or not needed to understand the deployment plan for the new data pipeline. **Grading will consider** the clarity of your reasoning and the effectiveness of any proposed questions to gain additional insights.
7. Scenario 7 (10 points): Determine whether additional questions are required to address the lack of in-depth training on digital tools during orientation. **Grading will focus** on the thoroughness of your analysis and the formulation of clear and relevant questions to enhance understanding.
8. Scenario 8 (10 points): Evaluate if further questions are necessary or not necessary to organize the departmental conference effectively. **Grading will consider** the justification provided for your decision and the clarity and relevance of any additional questions proposed.
9. Scenario 9 (10 points): Analyze whether additional help is needed or not needed to manage multiple critical tasks effectively. **Grading will focus** on the clarity of your reasoning and the formulation of purposeful questions or strategies for seeking assistance if deemed necessary.
10. Scenario 10 (10 points): Determine if further questions are needed or not needed to understand the implications of the company acquisition announcement. **Grading will consider** the completeness of your analysis and the formulation of clear and relevant questions to gain insights into the situation.