Demonstrating Confidence

Template

Please read the scenario and then respond to the three questions below:

Scenario

You have been invited to join ‘Project Albatross’ which consists of a multi-functional team developing Microsoft’s next hackathon on the topic of ‘Sustainability’. Your manager nominated you as they know you have an interest in the topic and feel it is a good opportunity for you to build your profile in the company. You have not been involved in a hackathon before and are excited, although a little daunted, about the prospect. The kick-off meeting for the project is three days away and will be held face-to-face. The meeting is being led by Fergus Smith the Project Sponsor. Also attending are Erica Wu (Program Manager), Anita Wang (Software Engineer), Eugene Feng (Cloud Solutions Architect) and Sharon Ying (Premier Field Engineer). You believe most of the project team were involved in managing last year’s hackathon. The purpose of the kick-off meeting is to meet everyone on the project team, review what worked well last year, identify what didn’t work well and what needs to change, brainstorm ideas and then allocate responsibilities.

What three things can you do BEFORE the meeting to build your confidence and credibility?

-Prepare well about all the points I shall be stating in the meeting.

-Practise well ahead of time with a small group of colleagues.

-I can arrive early before the meeting commence and can have a small talk with peers and colleagues.

What three things can you do DURING the meeting to build your confidence and credibility?

-Start early i.e. communicate or put up my point as early as possible and get involved with ease into the conversation.

-Ask questions whenever and wherever necessary.

-Comment positively on a colleagues point and put my opinion in front of everyone regarding that.

What three things can you do AFTER the meeting to build your confidence and credibility?

-I can mail my boss regarding the points stated during the meeting.

-I can take immediate action on the references and notes taken during the meeting.

-I can initiate building up a community of like - minded people working towards the same goal.