Values Activity

Template

There are six scenarios – two scenarios for each Microsoft Value - Respect, Integrity and Accountability. Please read through each scenario, then select the most appropriate response that would best demonstrate the value in action from the multiple choices. Please highlight the most appropriate response.

Respect

Scenario 1

You are in a team meeting and a new idea is presented by a colleague for improving efficiency. You don’t believe it will work, as it directly negatively impacts on one of the key processes that is needed to ensure outcomes happen on time and to budget. You feel uncomfortable as they begin to explain all the great reasons why this new process should be implemented, and the rest of the team seem interested in learning more and seem to be on board with the idea. You want to tell them why you don’t think the idea will work. How do you share your views whilst demonstrating the value of **Respect?**

1. Say nothing, as it’s not fair to interrupt and shut the idea down. You don’t want to discourage them as continuous improvement is important. They will find out at some point why it won’t work.
2. Suggest they talk to other colleagues to get their input on the idea.
3. Tell them directly why the idea won’t work. This will save time and mean –everyone can focus on other important issues that require addressing.
4. Listen to their idea fully to learn more about the benefits and to see if your concerns have been addressed. Ask them probing questions to help them identify where they may need to direct their efforts to ensure the benefits they intend to achieve are realized.

Record your rationale for your response:

After knowing all the facts in an overall way, I would like to communicate with my team members and point out why I think this idea wont grant the desired result and ensure that they realize where they are heading cannot give them a progressive outcome.

Respect

Scenario 2

You are working in a small project group and are getting very frustrated with one of the team members as every idea you present, they counter it with something that is totally different. It’s getting harder to work with them as your ideas, thinking and personalities seem to be polar opposites. Other people in the team are starting to notice it and it is becoming a distraction and sense of tension among the team. You need to do something about it. What would you do that demonstrates the value of **Respect?**

1. Request a one-on-one meeting with them for the purposes of working together to build a better relationship.
2. Send an email to them outlining all of your concerns about them and asking them to respond.
3. You want the team to see you are addressing the issue, so in the next team meeting you call out that it’s obvious you and the team member have different views on everything but would like to ensure you can work better together in the future.
4. Approach them at the end of the next team meeting to ‘catch them in the moment’ and speak to them about how they are making you feel.

Record your rationale for your response:

Opinions vary according to an individual. It’s pretty obvious that my team member might have a different view regarding the same point. But, I will make sure it doesn’t bring down the team’s energy and would be frank with my fellow member about all the future projects building up with unity and considering the better option which may go with the other teammates too!

Integrity

Scenario 1

Two of your colleagues were discussing another team member’s failure to perform. They talked critically about the team member’s lack of skill and imagination. They criticized his follow-through efforts and the quality of his work. They said that he was a nice guy but just wasn’t very good at his job. You enter the room in the midst of [the gossip and discussion](https://www.thebalancecareers.com/how-to-manage-gossip-at-work-1918782), listen for a minute, and then interrupt. What would you say that demonstrates the most **integrity** in this situation?

* 1. You suggest to your colleagues that they raise their concerns with Human Resources.
  2. You ask your colleagues if they have specific examples of the issues they are concerned about and the impacts, and suggest they discuss these directly with the team member.
  3. You ask if you can join the discussion because the team member is really frustrating you also.
  4. You raise your colleagues’ concerns with your manager as you know they won’t feel confident speaking up.

Record your rationale for your response:

It will be most appropriate when the team member targeted by his colleagues might know where he is weak at work so that he can improve accordingly.

Integrity

Scenario 2

You are facing two very tight deadlines with work projects and are starting to feel quite stressed about being able to meet the deadlines. You don’t want to let anyone down, but you don’t see how this work can be done in time to your usual high standard. You are aware of some previous research that has been carried out by another organization in relation to one of your projects. You know that most people are not familiar with this research, so you could easily meet your deadline if you just included this research and submitted it as your own. What action would demonstrate **Integrity**?

1. You work through the night and weekend to try and get both projects done on time without using the other research.
2. You take small parts of the research and integrate it with your own work as this seems a reasonable compromise.
3. You speak to your manager to explain the pressure you are under to meet both deadlines and what the options could be to manage this.
4. You speak to someone you trust to get their opinion on using some elements of the existing research as part of your own work.

Record your rationale for your response:

Communicating with my manager would be a better option since he might know the pressure of work deadline I am facing and a good situation will allow me to present what options I have in my mind (like the research) to complete the required task whilst meeting the deadline ☺

Accountability

Scenario 1

You have submitted a piece of work to your senior manager that will be circulated among the leadership team. You have been working on it for a month and you were really pleased with what you produced. You are excited as this is the chance for you to get noticed by more senior people. You quickly re-read the work before going to a meeting about it with the leadership team and you find that there is a mistake in it, where you have referenced the wrong source which impacts one of your key arguments. You don’t know what to do about this, as you’ve already sent the work off. What would be the best action to demonstrate **accountability**?

1. Call the senior manager immediately and admit your error and tell them you can get an updated version to them straightaway and suggest that the updated version is distributed in the meeting with an apology from you.
2. Email your senior manager and ask them to help you divert attention from this in the meeting until you can fix it up later.
3. Do nothing – it’s already been sent, so no point bringing it up now, you can always tailor your viewpoint in the meeting to reflect the work referenced. It will take too much time to fix it now and you have other urgent priorities.
4. Speak to a trusted colleague to get their point of view and ask for any advice from them.

Record your rationale for your response:

Calling my senior manager will help me feel less pressurized for the slight error I made. It will also make sure that the mistake is into consideration of my senior manager. And apologizing will help me in being honest at work.

Accountability

Scenario 2

You are really busy at work and one of your close colleagues comes to you with a work problem. You usually would stop to help them, but you are currently working to a really tight deadline and could do without the interruption. In fact, the interruption is starting to frustrate you. Which of the following responses most demonstrates **accountability**?

1. Explain politely that you are very busy with a tight deadline so can’t help them today but suggest someone who may be able to help instead or suggest an alternative time to meet tomorrow.
2. Apologize that you are busy but say that if they are really quick you may be able to give them 1 minute of your time.
3. Ask them to come back tomorrow so that you can take time to really listen to them and offer the help and support that they need.
4. Stop what you are doing and offer to go for a quick drink to talk about what is happening for them.

Record your rationale for your response:

The first priority for me shall be my work deadline since it is urgent and my responsibility of submitting my work on time. Helping out my friend on the next day or giving him other person’s reference who can help him will be a great option at that time.