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?

1. First of all I will try to know what type of person they are like what are there interest to make a good relation with them and also for better communication.
2. Next thing I will try to collect some knowledge from others and the people who have been attending this type of hackathon from many years.
3. Learn about the team such as there levels(whether manager or at same level of work). This is to start conversation and make them feel someone new know there name.
4. One extra point your dressing sense.

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

1. Make a positive first impression by taking the initiative to smile and shake hands

(if appropriate). Make sure you use people’s names and introduce yourself.

1. Use positive body language to acknowledge contributions. Nod, smile, take notes

and engage in appropriate eye contact at all times.

1. Find ways to add your positive voice by commenting on other people’s ideas

such as, ‘Great idea, I can see that working really well’. This illustrates your

passion and builds connections.

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

1. Send an email to your manager summarising the key points raised and actions.

Managing upwards is an important skill to master, particularly in relation to your

workload. You manager needs to be aware of what you are working on, what the

time estimates are and what exactly you are doing.

1. Complete all actions within the agreed timeframe. Be dependable. If you have

any questions whilst completing your actions, make sure you know who to

contact and ask them early.

1. Take time to critically reflect on the meeting and what you learned. Evaluate how

you contributed. Consider what worked well and what would you do differently

next time to build confidence, credibility and competence.