

B37_ES104/204/304_How to mind your manners at work?

Assignment type: ES Daily Assignment

Nature of Assignment: Individual Assignment

Duration of Activity: 30 mins

Medium of submission: Google Drive/Vimeo/Zoom link

Submission Deadline: 21st June, 2024, 11:30 PM

Objective:

To use your knowledge of various professional etiquettes and conflict-handling strategies in realistic workplace scenarios and communicate your responses effectively in a video format.

Details:

Record a video where you respond to each of the following scenarios. Explain how you would handle each situation. Your total video should be 5–7 minutes long.

Scenario 01: You are working on a group project online, and one group member frequently makes loud noises during virtual meetings, distracting others. How would you address this issue politely?

Scenario 02: You receive an urgent email from a classmate asking for help with an assignment late at night. How do you respond professionally and helpfully?

Scenario 03: You see a classmate posting negative comments about a group project on social media. What is the appropriate way to handle this situation?

Scenario 04: You and a classmate disagree on how to approach a group project, and it's starting to affect your collaboration. How do you resolve this conflict professionally?

Scenario 05: You are working on a shared document for a group project, and you accidentally come across personal information about a classmate that was mistakenly uploaded. How do you handle this situation to ensure confidentiality and respect?

Instructions:

- You need to submit the video link - Google Drive/Youtube/Vimeo, etc. on the Course Platform (Choose the share access as "Anyone with the Link" can view).
- Any submissions after the deadline will be considered null and void and will affect your Assignment weightage Criteria