



CHALLENGE

Journey To Your Best 2024

Virtual Internship Program 2024

Present by: Thai Nhat Thien

Email: 2154810032@vaa.edu.vn

5W1H

This method is the chosen methodology in this section for examining the issues related to the topic.

Note: Some of question only use few “W” or “H” to solve the topic challenge

5W1H

01

What

02

Who

03

Where

04

Why

05

When

06

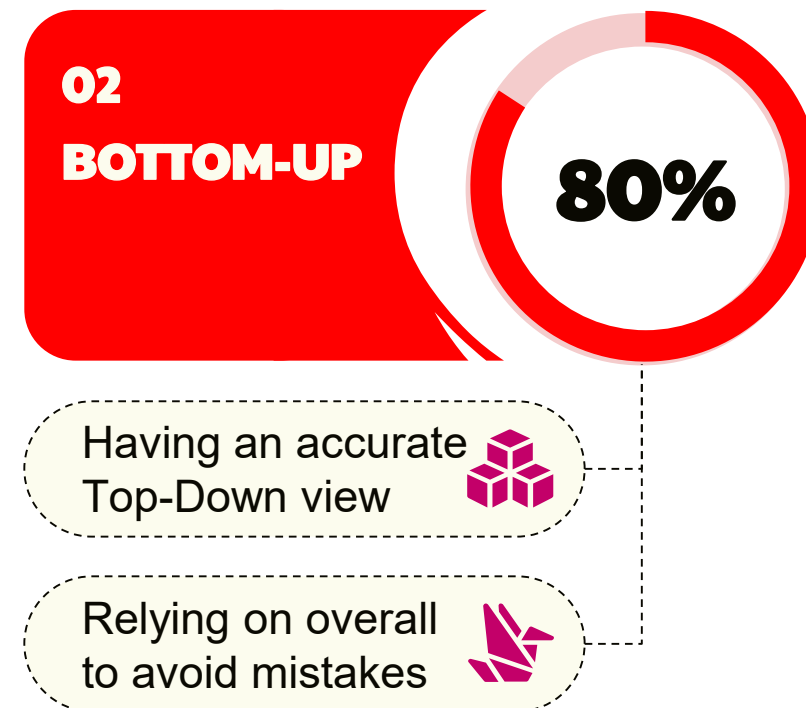
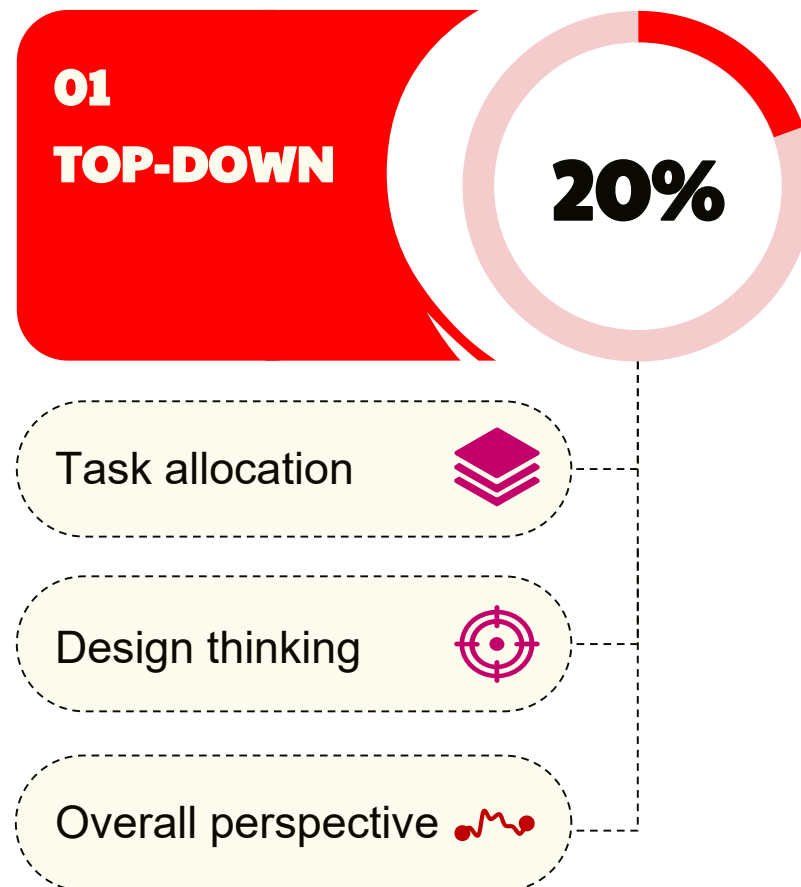
How

01

What's **topdown approach
and how to apply it ?**

WHAT?

#TOP-DOWN #BOTTOM-UP



WHAT TO USE IT ?

#TOP-DOWN #BOTTOM-UP

- **Clear direction and vision or service:**

 - Launching a new product or service

 - Responding to a crisis

 - Implementing a major organizational change

- **Dealing with complex project:**

 - Large-scale projects with multiple dependencies

 - Projects with high stakes and tight deadlines

 - Projects requiring consistency across geographically dispersed teams

- **When efficiency and resource allocation are essential:**

 - Streamlining operations

 - Standardization and compliance

 - Managing large teams with limited bandwidth

HOW TO USE IT ?

#TOP-DOWN #BOTTOM-UP #HOW

- Identify Goals and Objectives (Why to use it)
- Analyze Requirements (What to use it for)
- Start at the Higher Levels (Where to use it)
- Explore Organization Structures (Who uses it)
- Be iterative (When to use it)
- Follow a Structured Process (How to use it)
- Implement and Optimize (How to use it effectively)

HOW TO APPLY IT?

#TOP-DOWN #BOTTOM-UP #STORY



Top-down: The high-level leadership of Vietnam made the strategic decision to attack Dien Bien Phu, a key military base of France in Northwest Vietnam.

Bottom-up: The lower-level military units of Vietnam carried out the tactical operations to prepare and execute the campaign:

- Built roads, bridges, airports, warehouses and supplies.

- Transported artillery, machine guns, ammunition and food.

- Dug tunnels, pits, trenches, barriers and defensive works.

- Conducted continuous attacks, surrounded and destroyed the French posts.

HOW TO APPLY IT?

#TOP-DOWN #BOTTOM-UP #HOW

“BOTH”

WHO IS BETTER?

#TOP-DOWN #BOTTOM-UP #BETTER

TOP-DOWN

ADVANTAGES

- Clearer communication
- Easily located problems
- Faster Implementation

DISADVANTAGES

- Less creativity
- Lack of connection
- Lack of discernment in decision-making

WHO IS BETTER?

#TOP-DOWN #BOTTOM-UP #BETTER

BOTTOM-UP

ADVANTAGES

- More informed decisions
- Better team morale
- More creativity

DISADVANTAGES

- Low momentum
- Shift in leadership dynamics
- Lack of high-level insight

WHO IS BETTER ?

#TOP-DOWN #BOTTOM-UP #BETTER #STORY

In the course "IT Project Management," I act as the Product Owner in the **Scrum team**.

Top-Down: I define the overall goals and plan for building the online sales system. Then, I break it down into smaller and smaller tasks to assign to the Dev Team.

Bottom-up: The Dev team carries out the tasks and realizes that they can be further improved, for example, in terms of UI, UX, database management technology, and system functions. I receive their feedback and hold meetings to adjust the Scrum plan to fit the schedule and ensure the best possible product completion.

Therefore: In this case, if I don't use **Bottom-Up**, the product will not achieve the best results. Similarly, if I don't use **Top-Down**, the team will lack an overall plan and a unified direction, which will affect the product and the connection among team members. I see that there is **no best method**, but rather, **it depends on the situation to determine which method is most suitable and yields the best results.**

02

How to learn and learn fast?

WHAT CONSTITUTES LEARNING ?

#WHAT #HOWTOLEARN

- Knowledge, skills, or understanding through various experiences, study, or teaching.
- Brings about changes within each individual.

WHO NEED TO LEARN ?

#WHO #HOWTOLEARN

“EVERYONE”

WHERE IS THE MOST EFFECTIVE PLACE TO LEARN ?

#HOWTOLEARN #WHERE

Inherent Factors: These are characteristics, abilities, and potentials that each individual possesses. It may include natural talents, learning abilities, personality traits and other factors related to the individual. The person's development depends on how they leverage and cultivate these factors.

Environment Factor: The surrounding environment, including family, society, culture and natural context, significantly influences individual development. The environment can create opportunities and challenges, shape values, and impact the behavior and decisions of the individual.

WHY IS LEARNING NECESSARY ?

#LEARNINGFAST #WHY

- Rapidly Changing Industries
- Adaptability
- Time Efficiency
- Career Advancement
- Innovation
- High-Demand Fields
- Skill Diversification
- Project Efficiency
- Crisis Response
- Lifelong Learning
- Technological Advancements

WHEN IS THE APPROPRIATE TIME TO ENGAGE IN LEARNING ?

#LEARNINGFAST #WHEN

- **Fast-Paced Industries:** To stay competitive in rapidly evolving sectors like technology.
- **Time Constraints for Students:** Balancing education with work or other commitments.
- **Startup Environment:** Quick acquisition of skills is crucial in the dynamic startup landscape.
- **High-Demand Job Seeking:** Standing out by rapidly acquiring in-demand skills for employment.
- **Freelancers and Gig Economy:** Adapting to changing market demands by acquiring new skills.
- **Project-Based Work:** Meeting tight project deadlines through accelerated skill acquisition.
- **Emergency Situations:** Rapidly acquiring specific skills or knowledge to respond effectively.
- **Continuous Learning Commitment:** Individuals committed to lifelong learning for personal growth.
- **Tech Enthusiasts:** Quickly grasping and implementing new tools, languages, or frameworks.
- **Language Learners:** Those with immersive goals aiming for fluency in a short period.

HOW TO LEARN ?

#HOWTOLEARN #LEARNFAST

Active Recall: Using Mindmap, flashcards and quizzes, making mistakes while trying to recall information.

Interleaving: Mixing different subjects in study sessions.

Spaced Repetition: Spacing review sessions across multiple days with rest and sleep in between is more effective than cramming, as it allows the brain to actively integrate knowledge in the neocortex for long-term retention.

Active Learning: Practice and apply knowledge through hands-on activities.

Teaching Others: Reinforce learning by teaching concepts to others.

WHERE CAN ONE FIND RESOURCES THAT SUPPORT PAST-LEARNING?

#LEARNINGFAST #WHERE

- Skill Development
- Tech Environments
- Lifelong Learning
- Time-Efficient Tools
- Accelerated Knowledge Acquisition
- Learning Resources (Searching by keyword)
- Fast-Paced Learning
- Online Courses
- Interactive Platforms
- Coding Challenges
- Spaced Repetition
- Educational Websites

03

Autonomy at work

WHAT DOES AUTONOMY AT WORK ENTAIL ?

#AUTONOMY #WHAT #5SIGNS

- The employee's ability to carry out their duties on their own without needing a great deal of outside help or supervision.
- **5 Signs** an employee can handle more autonomy at work

01

You Trust Their Judgment

- **Asking right questions before doing**
- Seeking for feedback or input
- Do they stop and think through the consequences ?

02

Their Track Record is Solid

- Consistently meet or exceeded expectation

03

They are Highly Accountable

04

They Respect Boundaries

05

They Ask for Help

HOW TO BUILD TRUST IN THE WORKPLACE?

#AUTONOMY #HOW

- Recognize that building trust takes hard work
- Be honest and supportive
- Be transparent
- Be consistent
- Model the behavior you seek
- Build in accountability
- Extend empathy to others
- Solicit feedback
- Demonstrate appropriate vulnerability

HOW TO ENCOURAGE AUTONOMY AT WORK?

#AUTONOMY #HOW

- Support a growth mindset
- Build a culture of trust
- Communicate effectively (listening)
- Provide support and advice where needed
- Set goals and benchmarks
- Acknowledge good work
- Hire the right people
- Allow for mistakes
- Support professional development

EXAMPLES AUTONOMY AT WORK ?

#AUTONOMY #EXAMPLE

- Letting employees set their own schedule
- Letting employees set deadlines
- Letting employees design their own processes
- Asking for input on organizational goals
- Letting employees decide where to work
- Letting employees choose their own benefits

04

Smart Question

KEYWORD TO SOLVE

01

COLLABORATION

02

OPENNESS

03

TRANSPARENT

04

OPEN-ENDED QUESTION

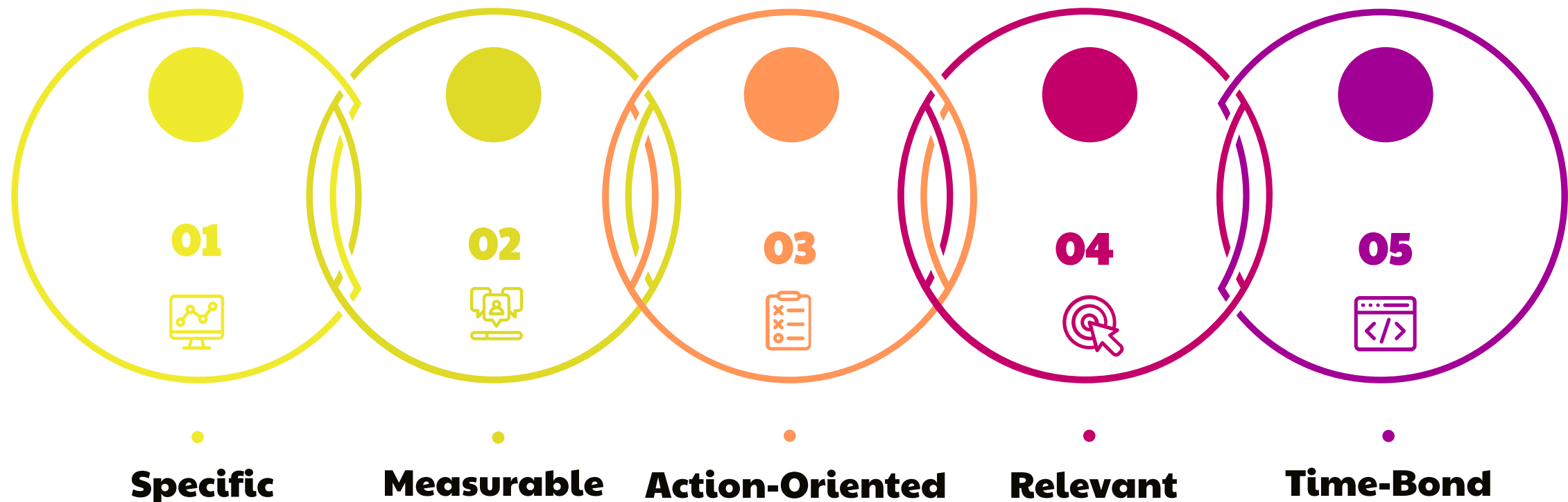
TOP - DOWN APPROACH

CHALLENGE 0

WHAT IS SMART QUESTION?

#SMARTQUESTION #WHAT #5SIGNS

“ When asking questions, there are several levels from high to low and they get lower and deeper over time, and when digging deeper into a certain issue, I will see more aspects of it. ”



WHEN SHOULD I ASK SMART QUESTION ?

#SMARTQUESTION #WHEN

- **Problem solving**

 - Explore Different Perspectives

 - Focus on Key Details

 - Enhance Problem-Solving Skills

- **Team building**

 - Establishing Clear Objectives

 - Identifying Strengths and Weaknesses

 - Establishing Roles and Responsibilities

 - Building Trust

- **Decision-Making**

 - Exploration of Alternatives

 - Identification of Risks and Benefits

 - Evaluation of Assumptions

 - Addressing Unforeseen Challenges

WHY ARE SMART QUESTIONS IMPORTANT?

#SMARTQUESTION #WHY

- Gaining opportunities to learn
- Creating a positive work
- Showing your drive to improve
- Forming new professional connections
- Specific information
- Knowledge Acquisition
- Improve Leadership and Guidance

HOW TO ASK SMART QUESTIONS AT 6 STEPS ?

#SMARTQUESTION #HOWTOASK #6STEPS

- Think about what you already know
- Confirm what you want to learn
- Create a draft of your questions
- Refine your questions
- Ensure simplicity
- Ask your questions confidently and politely

COMMON MISTAKE TO AVOID WHEN ASKING

#SMARTQUESTION #AVOID

- **Leading questions**

Can bias the response and lead to inaccurate results.

- **Close-ended questions (Yes/No Question)**

Do not provide enough information to make informed decisions.

- **Vague questions**

Leading to confusion and inaccurate results.

- **Avoid personal or sensitive questions**

Money

Family

Personal feeling

EXAMPLE FOR ASKING SMART QUESTIONS

#SMARTQUESTION #EXAMPLE

X Do you have any questions after the presentation ?

✓ Besides the reasons I'm mentioning, are there any other idea that you would recommend for me?

✓ When I talk like this, I wonder if anyone has additional questions to supplement what I'm saying. Apart from the teamwork aspect where I'm posing open-ended questions, is there any other area you'd suggest to enhance my "Challenge 0" assignment? Anyone raising your hand?

THANK FOR WATCHING !