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. I will analyse previous reports, data, hackathons and also put myself in a calm state before the meeting
2. I will plan and practice what I am going to say and also study about the agenda of the meeting.
3. I will be well prepared for the meeting and do my homework for the same.

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

During the meeting, what I can do is:

1. Aim to speak up in the first 5 minutes if the meeting - By getting your voice in the room early you show that you have the confidence to engage in the conversation and to get your ideas out while everyone is still fresh and paying attention.
2. Build on the ideas already being discussed on the table during the meeting - This will help steer the conversation toward the end goal, by getting colleagues to focus on areas of agreement rather than talking over each other.
3. Ask questions during the meeting to encourage creative thinking - Spend time listening to what others have to say rather than talking too much.

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

1. I will follow up to all the commitments made and also remain available and open to all my teammates.
2. I will send out notes during the meeting to my team for all the crucial agreements made.
3. I will go through the questions and archive meeting documents for myself.