

1. When leading a meeting, what are some ways to make sure all participants have a positive experience? Select all that apply.
  - a. Take notes on what is discussed
  - b. Test out technology ahead of time to make sure it works properly
  - c. Prepare notes, a presentation, and an agenda to share with attendees
  - d. Demonstrate strong leadership skills by doing most of the talking
2. To shift a situation from problematic to productive, data analysts can reframe a problem and start a constructive conversation. Which of the following statements are effective for doing that? Select all that apply.
  - a. It's important for you to know that this problem was not my fault.
  - b. I would be happy to do this project. I will consider the necessary steps and get back to you soon with a time estimate.
  - c. I'd like to help you reach your goal. Let's discuss how I can do that.
  - d. There may be some other important things I should consider. I'm going to look into that.
3. You are working on a project with a coworker, and the situation becomes tense when the two of you disagree on what the data is telling you. What is the best course of action?
  - a. Move forward with the project using your partner's interpretation of the data; it's nice to compromise.
  - b. Request a different partner for this and future projects; include clear supporting documentation.
  - c. Start a conversation enabling each of you to calmly explain your viewpoints and determine an appropriate plan.
  - d. Go to your supervisor and politely explain that your coworker is looking at the data incorrectly.
4. A director emails you asking for a report by the end of the week. This type of report takes at least 10 days to complete. What is the best course of action?
  - a. Complete the report as best you can by the end of the week so you meet the requested deadline.
  - b. Reply saying that you will be happy to do that, but you believe it will take 10 days to complete. Then, ask if you can discuss a different timeline.
  - c. Call the director, letting them know there is no way anyone could possibly meet that deadline.
  - d. Forward the email to another data analyst on your team, and ask them to do the report instead.