**Discussion 1**

**Question #1:**

I have 2+ years of experience in the fields of Data Analysis, Front-end Web Development, and Python Development. My strongest trait is my determination in taking up the challenges and reskilling myself if necessary. What I believe is that continuous learning is the key to stay updated with the industry. So, it made me easy to delve deep into the projects and received positive feedback and appreciation from the team for contributing to meetings and making strategic decisions. My previous work experience and knowledge include data analysis, data visualization, software development, and product innovation in many areas. I can contribute my ability to streamline the project processes. I would love to apply my other organizational skills to this job at your company. I have scheduled Customized meetings with the teams to craft my ideas. It had helped me to work on my skills. This experience has also helped me to develop my communication skills as I was required to work with others to create solutions. I feel that the experience I gained was truly valuable as it has prepared me for my successful career thus far. I also got personalized feedback from my teammates and other peers which is the best to have.

**Question #2:**

* Being specific with the Job role that I am aiming for will be difficult
* Concisely writing all the necessary information which ultimately land you into the Job
* Presentation is the key (Double-check spacings, line heights, margins, font, color, etc.,)
* Making it look simple and sweet (Not more than 1 Page)
* Quantifying my Work experience and including relevant Projects and Achievements (if necessary) is a crucial and tedious task to work on.

**Discussion 2:**

**Question #1:**

With which communications skills from the reading do you agree? Why? How do you see this in the workplace or how do you plan to use this skill in the future?

**Question #2:**

What is the problem with writing a resume and trying to use it for every position to which you apply? What should we do instead? What are your thoughts on the resumes you have used in the past? What are your thoughts about resumes going forward?

**#Queston 1:**

A great speaker is attentive, thoughtful, and pays attention to the other person, asking questions and responding appropriately. They are straightforward, confident, and pleasant in their relationships when they communicate. In my workplace, I see the below communication skills that are being focused on and used in daily work. Some of them are:

1. **Active Listening:** It is very important to listen actively to the Project tasks, requirements, team member's thoughts, and discussions. This helps us to be focused and attentive in performing our Tasks.
2. **Giving Feedback:** This communication trait plays a crucial part in the teams especially providing and getting feedback. It helps us to figure out the issues and improves our ability to think.
3. **Written Communication:** I see this as a professional trait that every one of us should adhere to. Email Communication is very important and talks about a person’s thoughts/ ideas/ issues in a thoughtful way.
4. **Openness:** This is essential for anyone to be active and be an enthusiastic person in the work with others and discuss/ network openly on any of the technological aspects.
5. **Presentations and Public Speaking:** It is important to make eye contact. Knowing our audience and standing up straight for the ad-hoc meetings and presentations is a great way to show some energy.

**#Question 2:**

I have experienced a lot of rejects before my current job. I want to share some of the mistakes that shouldn’t be made by anyone in crafting a Resume.

* Make your Resume is duties-driven instead of accomplishments-driven
* Resume items are listed in an order that doesn't consider the reader's interest
* A Resume is not bulleted
* A Resume lacks keywords
* References are listed directly on your resume
* Failure to state your objective clearly and succinctly
* Resume length and use of big words!
* Poor Resume formatting and visual layout
* Spelling and Punctuation

**References:**

[1] Tim Stobierski, (December 12, 2019), 12 Communication Skills That Will Advance Your Career, Blog, https://www.northeastern.edu/graduate/blog/corporate-communication-skills/

[2] WikiJob Team (15 July 2021), Effective Communication Skills – The 10 Things You Need to Know, Blog, https://www.wikijob.co.uk/content/interview-advice/competencies/communication

**Discussion 3:**

**Question #1:**

What are your thought or concerns about values and equity in the workplace? How can one become agile or confident to face such challenges?

**Question #2:**

What are your plans in terms of a strategy for building your career?

**#Queston 1:**

I see common concerns that are widely observed in the workplaces are Communication channels are closed and intermittent. Teammates do not value their other teammates' depth of opinions and interests, leading to a lack of various opinions and less great decisions and solutions. Team members do not have complete faith in one another or the team as a whole.

A high-performance work team is a collection of goal-oriented workers that cooperate, create, and consistently generate superior outcomes. They have professional skills and complementary skills. One can overcome these challenges by common goals, collaborative leadership, teamwork, effective discussions, defined job responsibilities and teamwork procedures, early conflict management, and a strong feeling of responsibility and loyalty among its individuals, the group constantly seeks continuous improvement.

**#Question 2:**

Early on, I set goals and devised tactics to achieve them. By setting goals, I can keep myself accountable. It's critical to keep expectations and schedules in check. I wanted to assist myself keep organized by writing down clear action ways to proceed to attain your goals. I'll cross them off when I finish them.

By setting SMART Goals:

* Specific - Define your objective clearly and precisely.
* Measurable - Clear criteria in determining success should be included.
* Attainable - The goal must have a 50% or higher possibility of being achieved.
* Relevant - You care about and are interested in the aim.
* Time-bound - Commit to a certain period.

**References:**

[1] Kristin Burnham, (March 27, 2018). 5 Strategies for Resolving Employee-Manager Conflict, Blog, https://www.northeastern.edu/graduate/blog/how-to-resolve-employee-manager-conflict/

**Discussion 4:**

**Question #1:**

What examples (good or bad) of cross-cultural communication have you seen in the Co-Op or in some other experience?

**Question #2:**

Please share a current resume for your classmates to view and provide feedback. [REMOVE CONTACT INFORMATION]

**#Queston 1:**

In the framework of cross-cultural communication that has been shaped by cultural variety, I have distinguished between surface and deep culture in my previous experiences and current company. Many times, I accounted for some interaction and awareness of difference through commerce and cooperation, resulting in some limited understanding among coworkers. Culture, in my opinion, relates to a group's or individuals' collective mental training that separates them from others. The members of the community share a culture that is passed down from generation to generation. It also influences how we see the world. We'll learn about people's perceptions of themselves and nature, how they approach interpersonal interactions, and how they see activity and accomplishments. In my previous job, I was always fascinated by how culture affects how individuals connect and innovate, as well as how intercultural relationships and intercultural trust affect collaboration. I believe communicating effectively in a multi-cultural workforce is now a "must-have" skill.

**#Question 2:**

I have 2+ years of experience in the fields of Data Analysis, Front-end Web Development, and Python Development. My strongest trait is my determination in taking up the challenges and reskilling myself if necessary. What I believe is that continuous learning is the key to stay updated with the industry. Below attached is my Resume and would like to hear your thoughts on this.

**References:**

[1] Michael Blanding, (June 25, 2012). Collaborating Across Cultures, Blog, https://hbswk.hbs.edu/item/collaborating-across-cultures

**Discussion 5:**

**Question #1:**

How do you plan to determine a cultural fit for a job interview?

**Question #2:**

Please share a current or recent or sample Cover Letter for your classmates to view and provide feedback. [REMOVE CONTACT INFORMATION]

**#Queston 1:**

It is very important to present myself for a job interview. Firstly, I will do some research on the company and its policies on its Vision, Mission, and Cultural Diversity. The key to answering the cultural fit questions is to first take the time to reflect on the type of company culture that best suits you and then answers with passion. Dress nicely to look confident and deliver your thoughts with ease. Be honest in answering the questions and prepare to ask questions to them. Demonstrating culture fit is important, but even more important is finding a job and company that fit your life. Culture fit sums up all the extras about a company that you can’t classify into one bucket. Things like do you align with their values, do you mesh well with those already hired at the firm, could you thrive in the current environment, etc. This helps recruiters to keep you in mind and may consider you for an opportunity. These traits had helped me land a job at which I am currently working.

**#Question 2:**

I have 2+ years of experience in the fields of Data Analysis, Front-end Web Development, and Python Development. My strongest trait is my determination in taking up the challenges and reskilling myself if necessary. What I believe is that continuous learning is the key to stay updated with the industry. Below attached is my Cover Letter and would like to hear your thoughts on this.

Here’s my Cover Letter:

**References:**

[1] Hannah Price. The truth about cultural fit interview questions, Blog, https://blog.jostle.me/blog/the-truth-about-cultural-fit-interview-questions

**Discussion 6:**

**Question #1:**

What are your thoughts on Cultural Awareness in the workplace? What are some take-away learnings from the module's readings / Videos?

**#Queston 1:**

It is the idea where people from different groups do not need to look different or identify with any type of underrepresented group to bring any kind of different, varying, or diverse information and viewpoints to the table. It is very important because different individual viewpoints in an organization help to tackle problems that give optimal and more conclusive results. It is very common to have a diversity of thought in the workplace.

Diversity and inclusion (D&I) are now among the top priorities for companies across the world. Few things that can help unlock the power of Diversity of Thought:

* Design Thinking Tools for Collaboration & Expressing Thoughts/ Ideas
* Employee Engagement Tools & Team Management
* Using Technology and Data to empower Employees Wellness
* Training & Development and Planning & policies

By including these things in the teams, we can see significant growth in mindset, leadership, communication, innovation, reverence, productivity, and inclusiveness.

**Question #2:**

Based on the peer (classmate) feedback on your resume, what are some ideas or challenges for revising your resume?

**#Queston 2:**

I have got some feedback from my classmates and I am currently working on them. I will be adding metrics in the bullet points. I got to know that it's important that we quantify our achievements as this is convincing for employers. I would also make adjustments in my most recent job experience as most interviewers tend to learn more about interviewees' latest job experience. Also, I am looking online to work on my Resume to make it clean and crystal clear.

**References:**

[1] What does it mean to be culturally competent? | Make It Our Business. (n.d.). Retrieved March 14, 2021, from http://makeitourbusiness.ca/blog/what-does-it-mean-be-culturally-competent

**Discussion 7:**

**Question #1:**

With which communications skills from the reading do you agree? Why? How do you see this in the workplace or how do you plan to use this skill in the future?

**#Queston 1:**

We all should be able to communicate effectively with our superiors, colleagues, and staff is essential, no matter what industry we work in. In this digital age, we all must know how to effectively convey and receive messages in person as well as via phone, email, and social media. Nowadays, Due to COVID 19, it's all virtual, so having these traits is important. In my workplace, I follow these Communication Skills:

1. Listening
2. Presentations
3. Meetings
4. Informal Interactions
5. Client Conversations

Doing it well can help build trust and connection within our team and avoid some of the frustrations that come from miscommunication. It is easy to get out of sync when our colleagues are working at different hours and missing normal cues.

**Question #2:**

What is the problem with writing a resume and trying to use it for every position to which you apply? What should we do instead? What are your thoughts on the resumes you have used in the past? What are your thoughts about resumes going forward?

**#Queston 2:**

Most of the companies have an ATS to scan our Resumes. It’s becoming tough to beat these smart machines to get our portfolio to the Recruiters. This requires extra care and crafting skills for our Resume. I will make sure to change my resume for every job that I apply for from now on to be able to produce a unique one. I will also make sure to proofread the whole resume a couple of times and avoid Typos, Grammatical, and Vocabulary mistakes. Also, I will be adding Action verbs that speak about us to create an impact on our profile. Don’t use Passive language and make sure to add specific metrics. Margins, Alignment, and proper formatting also matter a lot.

**References:**

[1] Valène Jouany & Kristina Martic. August 14, 2020. Top 5 Communication Skills and How to Improve Them. *Smarp Blog*. Retrieved from https://blog.smarp.com/top-5-communication-skills-and-how-to-improve-them