Values Activity

Template

There are six scenarios – two scenarios for each Microsoft Value - Respect, Integrity and Accountability. Please read through each scenario, then select the most appropriate response that would best demonstrate the value in action from the multiple choices. Please highlight the most appropriate response.

Respect

Scenario 1

You are in a team meeting and a new idea is presented by a colleague for improving efficiency. You don’t believe it will work, as it directly negatively impacts on one of the key processes that is needed to ensure outcomes happen on time and to budget. You feel uncomfortable as they begin to explain all the great reasons why this new process should be implemented, and the rest of the team seem interested in learning more and seem to be on board with the idea. You want to tell them why you don’t think the idea will work. How do you share your views whilst demonstrating the value of **Respect?**

1. Say nothing, as it’s not fair to interrupt and shut the idea down. You don’t want to discourage them as continuous improvement is important. They will find out at some point why it won’t work.
2. Suggest they talk to other colleagues to get their input on the idea.
3. Tell them directly why the idea won’t work. This will save time and mean everyone can focus on other important issues that require addressing.
4. Listen to their idea fully to learn more about the benefits and to see if your concerns have been addressed. Ask them probing questions to help them identify where they may need to direct their efforts to ensure the benefits they intend to achieve are realized.

Record your rationale for your response: Option (d) correctly describes to deal with such a situation because listening to the idea presented and asking relevant questions ensures the overall productivity of the outcome and it also helps to analyse on which stages/situations plannings need to be improvised. It is better to collaborate to the idea with the implementation of the improvised solution rather to completely change the current plan.

Respect

Scenario 2

You are working in a small project group and are getting very frustrated with one of the team members as every idea you present, they counter it with something that is totally different. It’s getting harder to work with them as your ideas, thinking and personalities seem to be polar opposites. Other people in the team are starting to notice it and it is becoming a distraction and sense of tension among the team. You need to do something about it. What would you do that demonstrates the value of **Respect?**

1. Request a one-on-one meeting with them for the purposes of working together to build a better relationship.
2. Send an email to them outlining all of your concerns about them and asking them to respond.
3. You want the team to see you are addressing the issue, so in the next team meeting you call out that it’s obvious you and the team member have different views on everything but would like to ensure you can work better together in the future.
4. Approach them at the end of the next team meeting to ‘catch them in the moment’ and speak to them about how they are making you feel.

Record your rationale for your response: Option (d) correctly describes the above scenario because one-on-meeting help to build the perfect spirit of teamwork not form the present point of view but also the future point of view too. In the meeting, you would demonstrate respect by seeking to

understand who they are, what drives them, what frustrates them and what

they value in working with other team members, so you can understand their

perspective and needs. Throughout the meeting, you would demonstrate

respect by listening actively and without judgement and not getting defensive.

You would be focused on looking for common ground and finding a way to

work together to ensure both of your needs are being met in your working

relationship.

Integrity

Scenario 1

Two of your colleagues were discussing another team member’s failure to perform. They talked critically about the team member’s lack of skill and imagination. They criticized his follow-through efforts and the quality of his work. They said that he was a nice guy but just wasn’t very good at his job. You enter the room in the midst of [the gossip and discussion](https://www.thebalancecareers.com/how-to-manage-gossip-at-work-1918782), listen for a minute, and then interrupt. What would you say that demonstrates the most **integrity** in this situation?

* 1. You suggest to your colleagues that they raise their concerns with Human Resources.
  2. You ask your colleagues if they have specific examples of the issues they are concerned about and the impacts, and suggest they discuss these directly with the team member.
  3. You ask if you can join the discussion because the team member is really frustrating you also.
  4. You raise your colleagues’ concerns with your manager as you know they won’t feel confident speaking up.

Record your rationale for your response: option(b) correctly correlate the current scenario, whatever the fault arises if discussed directly discussed with the member of the team then they should think and execute the same if it is fruitful. This can also support the team member in

responding to the feedback and giving them an opportunity to address their

behavior. Acting with integrity means being open and honest when

communicating with others and encouraging others to do so. You should

always be aiming to set a positive example and resolve challenges and conflicts

in a respectful way. You want to build trust and effective interpersonal

relationships with your colleagues at work. Being involved in gossip

undermines trust. Integrity means confronting gossip and acting in a principled

way.

Integrity

Scenario 2

You are facing two very tight deadlines with work projects and are starting to feel quite stressed about being able to meet the deadlines. You don’t want to let anyone down, but you don’t see how this work can be done in time to your usual high standard. You are aware of some previous research that has been carried out by another organization in relation to one of your projects. You know that most people are not familiar with this research, so you could easily meet your deadline if you just included this research and submitted it as your own. What action would demonstrate **Integrity**?

1. You work through the night and weekend to try and get both projects done on time without using the other research.
2. You take small parts of the research and integrate it with your own work as this seems a reasonable compromise.
3. You speak to your manager to explain the pressure you are under to meet both deadlines and what the options could be to manage this.
4. You speak to someone you trust to get their opinion on using some elements of the existing research as part of your own work.

Record your rationale for your response: Option(C) correctly defines the current scenario speaking to the manager would be reliable way of managing the high pressure task because it might happen manager suggests some the measures that become useful for the work purpose.

It is important for you to be truthful and proactive in discussing concerns or challenges and seeking guidance. Raising issues with a solution focused approach is also highly valued. It is very important for you to remain committed to not violating any policies or laws and in this case, using research without recognizing the source

in your work. We must always hold ourselves to the highest possible integrity

standards in every aspect of our work and behavior.

Accountability

Scenario 1

You have submitted a piece of work to your senior manager that will be circulated among the leadership team. You have been working on it for a month and you were really pleased with what you produced. You are excited as this is the chance for you to get noticed by more senior people. You quickly re-read the work before going to a meeting about it with the leadership team and you find that there is a mistake in it, where you have referenced the wrong source which impacts one of your key arguments. You don’t know what to do about this, as you’ve already sent the work off. What would be the best action to demonstrate **accountability**?

1. Call the senior manager immediately and admit your error and tell them you can get an updated version to them straightaway and suggest that the updated version is distributed in the meeting with an apology from you.
2. Email your senior manager and ask them to help you divert attention from this in the meeting until you can fix it up later.
3. Do nothing – it’s already been sent, so no point bringing it up now, you can always tailor your viewpoint in the meeting to reflect the work referenced. It will take too much time to fix it now and you have other urgent priorities.
4. Speak to a trusted colleague to get their point of view and ask for any advice from them.

Record your rationale for your response: option (d) correctly demonstrate for the current scenario because asking for the trusted colleague help me to understand what should I have to be considered so that everything corrects without any hassle. How we deal with our mistakes and learn from

them, is what is most important. This teaches me the lesson that learning and improving my behaviour help to sustain my better image and position.

Accountability

Scenario 2

You are really busy at work and one of your close colleagues comes to you with a work problem. You usually would stop to help them, but you are currently working to a really tight deadline and could do without the interruption. In fact, the interruption is starting to frustrate you. Which of the following responses most demonstrates **accountability**?

1. Explain politely that you are very busy with a tight deadline so can’t help them today but suggest someone who may be able to help instead or suggest an alternative time to meet tomorrow.
2. Apologize that you are busy but say that if they are really quick you may be able to give them 1 minute of your time.
3. Ask them to come back tomorrow so that you can take time to really listen to them and offer the help and support that they need.
4. Stop what you are doing and offer to go for a quick drink to talk about what is happening for them.

Record your rationale for your response:option (a) correctly demonstrate above scenario because if I couldn’t able to help them directly because of my tight deadline of submission, at that point they never feel misbehaved or non-supportive this demonstrates accountability the most as you are focused on achieving the outcomes expected of you. It is also recognizing your colleague needs support and suggesting options to help them get their needs met.