**A NEW PROJECT**

You are very new in the company and your supervisor has given you a new project.  This communication was done over Slack and your supervisor gave you some general instruction for the project but you still had a lot of questions/confusions about the project.  Your supervisor was expecting for you to finish this project by Wednesday the following week but you haven’t really made that much progress on the project yet, due to other projects you were working on and because your supervisor is known to be extremely busy and you felt shy asking for some time to go over the project.

1. What went wrong with this scenario?

* What went wrong is that – I did not have the courage to ask my supervisor regarding my questions/confusions that leads to slowing the progress of the project

1. What could you have done to improve this situation?

* I could’ve asked for my teammates about the instruction or email my supervisor about my questions.

1. What would you do to rectify this situation?

* What I would do is- ask my teammates regarding the questions/confusions or re-read the instructions if it is still confusing, I would gather questions to ask I would email my supervisor so that the supervisor might

If you could have gone back in time to a week before (when the supervisor first gave you that project and you had some uncertainties/questions back then), draft what that email communication would have looked like.

Good Day sir!

My apologies for the interruption, I know that you are a very busy person, but I would like to ask a question and clarify some confusions regarding some general instruction for the project that you gave to me.

These are the following questions and clarifications that I would like to ask:

* Question 1
* Question 2
* Question 3
* Question 4

Hoping for your fast response. Thank you.

Regards,

Kharl Perry Camson