1. Make a list of all the information technologies that you’ve learned to use over the last five years
   * Discord
   * Microsoft Teams
   * Google Sheets
   * Zoom
2. List the types of external-operational and internal-operational communication that occur in an organization with which you’re familiar
   * External:
     1. Vendors – speaking with product vendors
     2. Job fair – speaking with employers
     3. College Central Network – working with employers to hire students
   * Internal
     1. Student discussions – discussing class topics
     2. Teacher meetings
     3. Lectures
     4. School portal/email
3. Choose a culture, ethnicity, or generation and identify what values the people in this demographic are generally known for. How might you need to adapt your own values and communication style when working with someone from this group?
   * Respecting elders
   * Knowing your hierarchical role
   * Thinking of others
   * Honor
   * Working in groups

I would need to pay attention to their position and age and make sure to show as much respect as possible and remain professional. Certain things, such as bowing, may be used if done correctly.

1. Explain what is happening. How would you handle this situation?
   * Megan is attempting to undermine the manager’s workplace authority
   * Explain to Megan how the procedure has been beneficial in the past and will increase production. While the employees may not agree with it now, they have yet to actually try the new procedure.
2. Explain where the department head’s problem-solving process went awry. What did they fail to take into account?
   * Rather than tackling the late start and early leave issue, the dept head attacked other parts of worker’s work life
   * The coffee break removal is an overstep, as coffee is often a motivator on its own
   * Punishing the entire group for the fault of a few isn’t a good way to tackle issues like these

Debate:

1. I believe the supervisor should have better communication skills because, at the end of the day, the supervisor is in control of the workers’ moral and therefore their productivity. If my supervisor does something malicious, I’m a lot more likely to not work very hard because I am too busy being annoyed. If the president of the company does something malicious, I’ll take a mental note of how stupid their action was and continue about my day.
2. A major flaw of this ideology is that cultures and values are part of most people’s work without even trying, it just exists. To ask someone to try to figure out all of the things that are just culture-related and stop doing them is a bit of a silly task to give someone. I think this is kind of an unacceptable attitude to have.
3. I don’t believe this is unwise advice. Keeping your feelings at the door can be very important. The only way this is beneficial is building friendships with coworkers, as it will raise moral and boost teamwork, communication and productivity.
4. Seeing as the business is hurting for work, I would probably have a discussion with Sarah, explaining that Pritchett is kind of a sexist or something so it’s probably best she sits this one out. Then I would set up the next male that’s up for commissions to meet with him.