

Task 2

1. My Decision in This Situation

I will quickly decide that the session will be held tonight at **9:00 PM**.

I will immediately send an updated email and notification to all participants with the correct time.

I will also use all communication channels (Phone, Discord, Telegram, etc.) to make sure everyone is informed and the confusion is removed.

2. My Strategy to Run the Session Smoothly

- **Quick Communication:** Inform all participants about the mistake and the correct time without delay.
 - **Share Updated Link:** If needed, create and share a new Zoom or Google Meet link.
 - **Prepare Technical Team:** Keep technical staff ready to fix login or connection problems quickly.
 - **Manage Time Well:** Give participants 15–20 minutes to join after sending the update.
 - **Check Everything Before Start:** Review the presentation and documents before the session to avoid more issues.
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3. How to Reduce Negative Impact on Candidates and the Session

- **Acknowledge and Apologize:** Politely explain that there was a typing mistake in the time and apologize sincerely.
- **Offer Extra Value:** Provide bonus content, a short Q&A session, or an extra follow-up meeting for participants.
- **Rebuild Trust:** Deliver high-quality content during the session and actively answer participants' questions.
- **Internal Review:** After the event, meet with the team to discuss how to prevent such mistakes in the future.