Explain a situation where you had to deal with team building

The number of employee turnover at the Reserve network was increasing at an alarming rate. I was tasked to establish the reasons for the high number of employee turnover. I formed a team with one representative from each unit to collect views from employees on the challenges they are faced and an area about the organization they are dissatisfied with. Lack of employee engagement on decisions that affected them was the main cause which the management reversed by involving employees on matters that pertains to their daily activities. The turnover rate significantly reduced thereafter.

A time when you had to multitask

While working at the World Kitchen, I was once faced with a challenge of delivering payroll reconciliation in time while at the same time assist the project team. Besides my work of reconciling payroll for more than 200 employees, I was assigned to assist a project manager dealing with tracking of FMLA. Since employee payroll reconciliation was a sensitive task that could jeopardize employees working morale. I had to multitask on the role while at the same time help the project team. Both tasks were complemented and delivered in time.

A time where you had to deal with time management

Customer complaints about late deliveries of their goods by D& I track had increased. I analyzed the scheduled pick-ups and delivery notes and discovered that there were delays at the pick-up point. I then lead brainstorming with the responsible team handling scheduled pickups and realized they were understaffed while the volume of work had gone up, so I recommended an additional two staff in the department and this eliminated late time deliveries.

A time where you had to work with a small team

During my marketing class at Devry University, I worked on a course project where five of us were asked to analyze the strategic plan of Amazon.com and make recommendations. We divided the task among the five members and I was tasked to discuss the situational environment of the business. Two of our members could not participate because they were reassigned jobs in a different country and therefore could not around for some weeks. We had to distribute their roles among the remaining three of us and we worked hard and managed to deliver the work in time receiving positive feedback from the Professor and managed to get an A grade on the project.

A time where you had a conflict

My project management course at Devry University required that we undertake a group simulation activity within seven weeks. The team agreed in my absence to form a WhatsApp group that will be used to communicate on the progress of the project and negate the discussion forum platform provided by the University. I went through the requirements of the project and provided my contribution for what was required in week 1 and posted on the discussion forum. My contribution was not incorporated in the paper at the end of the week and the team leader informed the instructor that I didn’t participate, and I was awarded zero points. I emailed the professor and provided an excerpt of my contribution that I had done on the discussion forum to the group. I was awarded full points and the team leader reached out to me and thereafter added to the group WhatsApp.