Assignment

The goal of this assignment is to practice the art and process of collecting and digesting feedback. Pick one of the following scenarios between now and the assignment due date:

* A technical presentation given by you (or a team in which you are working) to a group of stakeholders for which there is something important at stake (future funding, a grade, a prize, etc.)
* A situation in your personal or professional life where you have to make a case for additional resources that you need (money, time, etc.)
* A situation in your personal or professional life in which you are trying to convince someone to do something that they are not immediately ready to do.
* A sales situation associated with your work or volunteer activities.

During your presentation to the other or other(s) you are trying to convince of something:

* Use at least three active listening strategies.
* Actively strive to identify your emotions and defer these emotions for after the presentation (especially negative ones).

After your presentation and in your submission for this assignment:

* Describe how you used active listening strategies.
* Describe feedback from your audience that caused you to feel negative emotion. Why did it make you feel this way?
* Describe coping techniques that you used to avoid becoming emotional in the moment.
* Describe how you processed or intended to deal with these emotions later.

After writing down all the feedback from your audience in your submission for this assignment:

* Separate it into categories of Keep (and consider for redesign), No Keep (discard), and Follow Up (need more specifics).
* Explain your decisions to categorize the feedback as you did above.