

# Professional Office Ethics Homework

Joseph Reza

Right now, our group is suffering from a lot of personal issues, which can make working hard. It's much worse when something so important is due so soon. I don't want to overwhelm anyone - as it is, the team is working 50-60 hours already. More pressure would likely result in people leaving and the group failing in the long run. Thus, I'd act in this guideline - try to avoid overwhelming people but make them understand that this is extremely important and must get done.

With that, I would attempt to individually discuss with them about their problems. I would first talk to Andy. I'd tell him that he should try to balance his divorce issues with his work as the upcoming deadline is incredibly important. After his issues are over - in a month, so we'll have around 10 days left at that point - I'd ask him to do a little bit more, as he won't have quite as much on his plate.

The next meeting, which is held right after the first meeting with Andy, is devoted to Troy. I tell him that while I understand his monetarial issues, that he'll need to put in a bit more time and effort into our project. I try to make sure that he doesn't feel pressured, so I don't emphasize too much on the magnitude of the project. Rather, I try to emphasize on how his talents are needed and appreciated.

The final one-on-one meeting would be with Shanetta, a few days after my meeting with Andy. I'd ask her to try to understand Andy's situation - that while he can be a bit much at times, he genuinely is having a lot of problems in his personal life right now, and ask her to try to pick up a little bit of his work. I'd emphasize that he will definitely try to pick up a lot more of the slack but that she should still try. I try to avoid pressuring her as much as possible, as she is definitely the worst person to pressure - give her too much and the whole group falls apart. As a result, if Andy's productivity increases enough, I wouldn't hold this meeting at all.

About a week after this, I'd hold a group meeting. I'd tell the group that they have put in a tremendous amount of time and effort into such an important project. After this, I'd tell them that I've been noticing a decline in productivity, and how I've been doing a lot of their work for them. I'd try to make them understand in this meeting the magnitude of the

project - \$19 million is not a small sum. I'll tell them that we can indeed be the team to bring the RED company to success.

After this, I'd try to ensure that no one is under too much pressure. I'd regularly take the company out to lunch so we as a group can bond. If any other issues come up during this period, I'll have more one-on-one meetings to handle them. I hope that by having these meetings, I can ensure that we stay strong both for this project and in the long run.