**Feedback Sheet - Unit 3 Assignment 1**

**Student Name: Aaron Draft Feedback Date 16/11/18**

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| **Task No** | **Description** | **Criteria** | **Feedback** |
| 1 | To do this you can use different communication styles and formats. For example, you may want to design an Open Day poster or leaflet which provides all the relevant information or you may decide to create a short video. | P1 | Draft Feedback - Leaflet has been produced which provides all the relevant information for the open day. |
| 2 | Effective time management is key part of planning any event (how you planned task 1). You need to demonstrate that you have used effective time management skills in this task. For example you may want to use a to do list to demonstrate this. | P2 | To do list has been produced to demonstrate effective time management skills. Correct your grammar and spellings |
| 3 | **Create a professional schedule.** Talks will last no longer than 20 minutes. Your job is to design a professional schedule for members of staff to support the event. The schedule should include contingencies and justifications of time allocated for each talk. The schedule can be created using Google sheets. It has to be accompanied by extra notes highlighting contingencies and justifications of time allocated for each activity. | M1 | Professional schedule has been created. More work is needed on contingencies and justification. Include break, staff, equipment, health and safety and accessibility contingencies and justifications. Do this bit in a separate document. |
| 4 | Write a report to evaluate the effectiveness and application of interpersonal skills during the planning and design of Open Day. Make sure you do sufficient research and make reference to wider reading. | D1 | Good start on this task, now you need to apply this knowledge to planning, designing and creating the poster/leaflet. |