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**Professional Practice**

**40302211**

**L/618/7398**

**Section (4)**

**INDIVIDUAL WORK**

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**Spring –2024**

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# Interpersonal Skills Table

**3. Evaluate the effectiveness of your communication, collaboration, persuasion, and other interpersonal**

**skills used in collaborating with team members, identifying strengths and areas for improvement based on**

**specific examples and insights. In addition to the interpersonal skills listed below, please choose one of**

**the following communication skills and include it in the table: active listening, oral communication,**

**written communication, or assertive communication.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **How did you**  **determine**  **that this is a**  **strength for**  **you?** | **How did you**  **determine that**  **this is a weakness**  **for you?** | **Example of how the**  **skill was used**  **(example from**  **teamwork)** | **Average Team**  **Feedback (1-10)** |
| **Teamwork and**  **Collaboration** | I identified my ability to actively engage with team members, contribute ideas, and facilitate discussions as a strength after observing how these actions propelled our project forward. | I recognized a weakness in managing conflicting opinions within the team, sometimes struggling to find common ground and build consensus. | I took the lead in organizing our group meetings, setting agendas, and assigning tasks to ensure everyone had a role to play and deadlines were met. I also encouraged open communication and welcomed feedback to  improve our work  As the deadline approached, a team member proposed that we work individually and present our final work for selection. I discussed with them how this approach could negatively impact our teamwork strategy and encouraged them to trust in our original plan. Additionally, I noticed that no one was inquiring about meeting times, so I took the initiative to remind everyone of the meetings and establish a schedule to ensure all members attended and contributed to our group work. | **8/10** |
| **Persuasion** | I found that I am effective at persuading team members to consider new ideas or approaches by presenting logical arguments and supporting evidence. | I recognized the need to enhance my persuasive skills by being more empathetic to others' perspectives and adapting my approach to different personalities. Some team members noticed that I was using persuasion techniques, which might have made them feel that my interactions were not spontaneous. To address this, I aim to improve my techniques so that my persuasion feels more natural and spontaneous. | During our project, I successfully convinced the team to include an activity to make our event more engaging and practical so when I introduced the idea I used persuasion techniques so the first thing I did to make my goal clear, I wanted to add an activity, then I understood my team opinions, one of them was against any new idea so I start by telling him “do you remember when you told me about a great idea to add an activity ” to make him feel that this idea may come up from him, then he told me he didn’t tell me that but it’s a great idea, then the other team members agreed on it. | **7/10** |
| **Conflict**  **Resolution or**  **Negotiation** | I demonstrated strength in resolving conflicts by remaining calm, listening to all viewpoints, and finding mutually beneficial solutions. | I recognized that I tend to avoid confrontation, which can sometimes prolong conflicts or lead to unresolved issues | When one of our team members missed several meetings, When the meeting started, I gently asked him why he hadn't attended yet. He then sent a message to the group, saying he was sick and unable to even stand up. To lighten the mood and prevent any frustration, I suggested we have the meeting sitting down, which everyone found humorous. I sent him a summary of the meeting and the tasks he needed to do, then informed him of our next meeting time, emphasizing the importance of attendance.  Image below (1) | **8/10** |
| **Empathy** | I have a natural inclination to empathize with others, which helps me understand their feelings and perspectives | However, I sometimes struggle to express my empathy effectively, leading others to perceive me as indifferent or uninvolved. | When a team member was struggling with a personal issue and fell behind on their tasks, I offered support and assistance to help them catch up without adding pressure, so I set up a meeting just the two of us and I helped him to solve the problem , I didn’t show him the he have lack of understanding , I showed empathy and a safe environment to discuss the issue , I also teach him how to deal with such things next time | **8/10** |
| **Communication (Written communication)** | I excel in written communication, as evidenced by my ability to clearly articulate ideas, organize information effectively, and use appropriate language and tone I also use written communication techniques that ensure the ability of team members to share ideas and work. | Despite this, I have identified a weakness in being overly verbose at times, which can make my writing less concise and impactful. | I drafted the written sections of our project, ensuring that key points were communicated clearly and concisely, and that the overall structure was logical and easy to follow.also, I used Word Share feature so we have only one Word document to our project and everyone can edit it from his end without the need to send multiple versions of the file | **9/10** |

(1)



# Personal Belbin Role Analysis & Contribution

My highest score in the Belbin test was for the Implementor role, followed by Coordinator and Shaper. As an Implementor, I played a crucial role in translating our team's ideas into actionable plans. I ensured that the team's plans were executed effectively by focusing on the practical aspects of our projects. For example, one of my team members suggested the idea of an "Escape the Room" activity to provide attendees with a fun and engaging experience at our event. However, they were unsure how to turn this idea into a concrete plan.

I stepped in and guided the team on how to make this idea actionable. We discussed the need to allocate budget, coordinate with the "Escape the Room" venue, arrange transportation, and seek advice from the instructors. By analyzing the idea and developing a detailed plan, we successfully implemented the activity. The result was fantastic, and everyone agreed it added significant value to our event.

This experience demonstrates my ability to turn ideas into actionable plans by carefully considering all aspects and ensuring they are executed effectively. Without this analysis and planning, the outcome may not have been as successful or satisfying for everyone involved.

In the Coordinator role, I guided the team and managed conflicts, ensuring that everyone was working towards our common goal. As a Shaper, I maintained high levels of motivation and drive within the team, pushing us to achieve our objectives.

I took several specific actions to facilitate team collaboration and ensure the success of our projects. I organized regular meetings to discuss our progress and address any challenges we faced. I delegated tasks based on team members' strengths and ensured that deadlines were met. Additionally, I provided guidance and support to team members, helping them overcome obstacles and perform at their best, In addition to organizing meetings and delegating tasks, I ensured that we used Agile methodologies in our project management practices. I believed that practicing Agile would help us work better as a team. Agile methodologies emphasize flexibility, collaboration, and continuous improvement, which were essential for our project's success. By implementing Agile practices in our meetings, such as daily stand-ups, sprint planning, and retrospectives, we were able to adapt to changes quickly, improve our communication, and deliver high-quality results.

In my role as a team leader, I undertook various responsibilities to ensure the team's success. I set clear goals for our projects and defined roles to clarify everyone's responsibilities. I also divided the work evenly, ensuring that each team member had a fair share of tasks. This approach stemmed from my philosophy that a leader should be fully engaged in the work, not just delegating tasks to others. I monitored our progress closely, making adjustments as needed to keep us on track. I ensured that team members had the necessary resources to fulfill their responsibilities, whether it was access to information, tools, or support.

My interactions with team members were characterized by open communication and a positive attitude. I encouraged team members to share their ideas and welcomed diverse perspectives. When conflicts arose, I addressed them constructively, finding solutions that benefited the team as a whole. My communication skills helped foster a positive team environment, where everyone felt valued and motivated to contribute their best. also, I fostered a positive team environment by understanding each member's strengths and leveraging them effectively. For example, Ahmad's strength was creativity. Although he spoke less in meetings, he would often come up with solutions or ideas that propelled us towards our goals or milestones. To harness his creativity, I would provide him with the agenda and obstacles at the beginning of our meetings. By the end of the meeting, he would sometimes come up with solutions and ideas that we hadn't considered. This approach allowed me to utilize each team member's strengths and maximize our collective potential.

My actions, responsibilities, and interactions all contributed to achieving our team's goals. By translating ideas into actions, guiding the team, and maintaining high levels of motivation, I helped us stay focused and productive. My leadership style and interpersonal skills positively impacted the team's success, leading to the successful completion of our projects.

My role and contributions influenced the overall team dynamics in a positive way. Despite challenges, such as conflicting ideas or unexpected obstacles, I helped maintain a cohesive and productive team. By addressing challenges promptly and effectively, I ensured that our team remained focused on our goals and worked together efficiently to achieve them.

# Critical Thinking and Reasoning Application

Evaluate the overall success of the event delivered, in terms of how well critical reasoning and thinking were applied to achieve the end goal.

The Beyond-The-Technical 2024 event, organized by our team at Apix Event Planning, can be deemed a resounding success in terms of applying critical reasoning and thinking to achieve our end goal. Despite encountering a 30% budget reduction, we demonstrated exceptional problem-solving skills, innovative thinking, and strategic planning throughout the event's organization and execution, so let me walk you through my evaluation of my critical thinking and reasoning in terms of the budget problem.

As the team leader for the ISF training event organized by EventVenture, I played a crucial role in ensuring its success. The event, designed for over 500 engineers and IT professionals, aimed to cover non-technical aspects such as interpersonal skills and problem-solving, all within a tight budget and timeframe.

First, as a team leader I presented the problem showing facts and I used the problem statement to explain the problem

Then we walkthrough the process of critical thinking and reasoning

Interpretation: I interpreted the requirements of the ISF event, understanding the budget constraints and tight timeframe. I analyzed the situation and identified the need for creative solutions to address the budget overrun, then I answered team member's questions about some details and what is the scope and who is involved.

Analysis: Using critical reasoning, I analyzed the budget projections and identified the discrepancy, realizing that the actual cost was exceeding the estimated rate. I also analyzed the potential impact on profitability and ISF satisfaction. Then we discussed with team members the arguments and we kept everything professional so our judgment didn't become based on emotions, we shaped our ideas using evidence.

Assumption vs. Fact vs. Opinion:

* Assumption: We assumed that negotiating with vendors for discounts would lead to cost savings.
* Fact: The fact was that the current expenditure suggested a 30% budget overrun.
* Opinion: It was our opinion that changing the event venue to Wadi Rum would enhance the attendee experience.

Argument Example: Premise (Reason): Negotiating with vendors for discounts can lead to cost savings. Conclusion: Therefore, we should negotiate with vendors to address the budget issue.

Reasoning for an Argument: Claim: Hosting the event in Wadi Rum will reduce costs and enhance the attendee experience. Premises:

1. The fee per person costs five Jds, significantly less than renting a hotel.
2. The venue can be made in a primitive style in the desert, which will enhance the attendee experience.
3. Transportation can be arranged easily with buses and vans. Conclusion: Therefore, hosting the event in Wadi Rum is a cost-effective and experientially enriching solution.

Inductive Reasoning: I applied inductive reasoning by gathering and brainstorming ideas with the team to address the budget issue. Through collaborative effort, multiple ideas were generated and refined, leading to innovative solutions. For example, I considered arranging double beds in the rooms for attendees to maximize space utilization and foster a communal atmosphere. This idea emerged from the observation that the quoted prices were based on past events, but this project demanded specialized expertise and resources.

Deductive Reasoning: I used deductive reasoning to evaluate the feasibility and effectiveness of each solution. I ensured that the chosen solution would address the budget issue without compromising the quality of the event. For instance, I considered negotiating with vendors for discounts while offering them a partnership in the future. This deductive approach stemmed from the premise that building long-term relationships with vendors could lead to cost savings and improved services for future events.

Inference: Based on my analysis, I inferred that we needed to find a solution to the budget overrun without compromising the quality of the event. I recognized the need for innovative thinking and resourcefulness, we brainstormed the solutions, consedring alternatives and consequences of every call to action or idea

In the next three steps the action begens, I outlined the tasks, I assigned them for the members and we drew deadlines

Evaluation: I evaluated various solutions to the budget problem, considering their feasibility and impact on the event. I assessed the potential risks and benefits of each solution, ensuring that the chosen solution would address the budget issue effectively.

Explanation: I explained the chosen solution, which involved changing the event venue to Wadi Rum in the desert. I justified this decision by highlighting the cost savings and the unique experience it would offer attendees. I also addressed potential risks, such as weather and electricity, and provided solutions to mitigate them.

Self-regulation: Throughout the process, I demonstrated self-regulation by monitoring the team's progress, reflecting on our decisions, and adjusting our approach as needed. I ensured that our actions were aligned with the goal of delivering a successful event within budget, I encouraged team members to regulate any step we take, despite the trust on me as a tam leader but every thing is questionable so we decrease any chance f mis understanding or wrong decisions

Conclusion

In conclusion, the Beyond-The-Technical 2024 event organized by our team at Apix Event Planning was a remarkable success, showcasing our adept application of critical reasoning and thinking to achieve our end goal. Despite facing a 30% budget reduction, we navigated through challenges with innovative solutions and meticulous planning. By changing the venue to Wadi Rum, we not only reduced costs but also enhanced the attendee experience, demonstrating our team's ability to think creatively and strategically.

my application of critical reasoning and thinking, including deductive and inductive reasoning, was instrumental in the success of the event. My ability to interpret, analyze, infer, evaluate, explain, and self-regulate led to the implementation of a creative and cost-effective solution that enhanced the overall experience for attendees. The event in Wadi Rum showcased my innovative thinking and problem-solving skills, making it a memorable and successful event for the ISF.

The event's success was evident in the positive feedback from attendees, who praised the interactive sessions, engaging activities, and the overall organization. The decision to focus on teaching leadership, improving interpersonal skills, and fostering teamwork resonated well with the audience, highlighting our team's understanding of the target audience's needs and preferences.

Additionally, our post-event evaluation revealed high levels of satisfaction among attendees, with many expressing a desire for similar events in the future. This feedback underscores the effectiveness of our approach and the impact it had on the participants. Overall, the event's success can be attributed to our team's cohesive collaboration, commitment to excellence, and unwavering dedication to delivering a memorable and impactful experience.

As the team leader, I am incredibly proud of our team's accomplishments and grateful for the opportunity to lead such a talented and dedicated group. The success of the Beyond-The-Technical 2024 event is a testament to our team's capabilities and sets a high standard for future events. We look forward to applying the lessons learned from this experience to future endeavors, continuing to deliver exceptional events that exceed expectations.