# Management

I consider myself to be a fair yet empathetic and supportive manager. I value both productivity and the well-being of my team. I strive to create an environment where everyone's opinions are valued and where they can remain motivated to do the best job they can, in an efficient manner. I believe in setting realistic goals and keeping clear communication within and between different teams. I like to be organised, and to complete tasks ahead of schedule to allow time for adjustments and improvements. I also believe in leading by example, and so I like to assist or take part in any tasks that I can.

### 20 Nov

- Group meeting
  - Read Assignment
  - Write required tasks, take notes
  - o Decide approach, share ideas

#### 22 November

### Sales:

- Create plan for website
- Create plan for social media

# Research:

- Create plan for project development
- Create plan for prototype
- Create plan for form

#### 23 November

## Management:

- Review plans
- Send feedback

### 25 November

#### Sales:

• Website created

### Research:

Form created

## Management and Marketing:

SWOT analysis

## 26 November

# Sales and Marketing: