

portfolio.

S E R G I O
R E M A K

2023 - 2024

COMMUNICATION SKILLS

TABLE OF CONTENTS

1 Reflection

2 LifeLine

3 professional Email

4 CV and cover letter

5–7 My job application

TABLE OF CONTENTS

8–11 Personal communication

12–14 Body language analysis

15–16 LinkedIn & online profiles

17 My personal communication style

18–19 My case on Leary's rose

TABLE OF CONTENTS

20–22 Analysis of group dynamics

22–25 Meeting 1 & Meeting 2

26 main conflict management style

27 Golden Circle

28–31 Class Summary

Reflection

This is my portfolio with all my assignments from this school year, personally I found the lessons interesting, especially the lessons about the Roleplays. I was always aware of how I am to some extent, but through Leary's Rose I noticed that I am very critical in a positive or negative way, I never thought that because I don't really like to criticize. What I remember most is discovering that I am a turtle in a conflict because I don't really like being in a conflict. Through the tasks of personal communication I have learned a lot about what I do and what I do not do so well and what I especially need to work on. I am certainly looking forward to taking this again next year, only with the professional skills lessons. I have the feeling that I have missed a lot that I could use during these lessons. I found the assignments of the CV and motivation letter a little less, but useful in my case it is good to create a new CV in a new way. The lessons of body language have not completely stuck with me, but learning about what people say with their body language and what they try to express with it was very educational, so you see that you do not know everything about how comfortable or uncomfortable someone can be. feeling in an environment or in a conversation. I enjoyed making a portfolio of everything I did during the year, I had a bit of trouble taking notes in the lessons because I sometimes couldn't quite follow along, I hope to learn even more in this subject next year to make my humanity even stronger.

LifeLine

1998

I was born in the AMC hospital, this hospital is located in Amsterdam southeast Holendrecht,

1998 - 2012

Ik lived in Purmerend sarongstraat 77 (Netherlands) for 90% of my kids days, and sometimes i was at my dads home in Amsterdam Holendrecht.

2012 - 2013

this is the year that I moved to Belgium, I also started secondary education at the Francesco Pavilion in Herentals. This whas a big change for me in my life.

2014 - 2019

Ik begon in 2014 op de deeltijds school LCS Voetbal waar ik 3 dagen voetbal training, ik begon toen ook met het voetballen in de jeugd van dessel sport deze periode speelde ze nog het 2de nationale niveau.

2019 - Now

After my football career, I started making music. At first it was just a passion, but later I turned it into a career, or rather a goal.

professional Email

Aan

katrien.eggers@ccb.belgium.be ×

BCC

CC

michele.rignanese@ccb.belgium.be ×

Tour in your facility

Beste Katrien Eggers,

Ik ben Sergio Remak een student van het Thomas More in de opleiding ICT.

We zouden graag een bezoekje brengen aan jullie faciliteit om meer te kunnen leren over de cybersecurity binnen in België, we zouden graag langs willen komen met de klas 1ITF dat bestaat uit 24 leerlingen.

We zouden deze trip graag doen op 19 juli 2024 voor heel de dag.

We willen met deze trip onze mede studenten een mogelijkheid aan bieden om ze een diepere inzicht te geven binnen het cybersecurity en een mogelijkheid om hun persoonlijke vragen daar bij te stellen is er een mogelijke medewerker die aan de einde van de tour een diepere uitleg kan geven en vragen kan beantwoorden zodat de leerlingen al hun vragen die ze hebben beantwoord kunnen krijgen.

Ik hoop zo snel mogelijk iets van u te horen,

Met Vriendelijke groeten

Sergio Remak.

SERGIO REMAK

 s.remak@outlook.com

 0493358160



As a person I am very friendly and above all very social. I can work well in a team but also independently. I am flexible, can quickly and always adapt to changes and am very customer-oriented. I already have a lot of experience in sales, can work behind the cash register, speak to customers, stock the shelves and of course also do warehouse work.

EDUCATION

Electronica-ICT
Thomas More Geel
2024-Now

Commercieel medewerker
ROC Tilburg
2020-2022

SKILLS

PROFESSIONAL

Time management

Creativity

Quick learner

Leadership

LANGUAGE

Nederlands

Engels

EXPERIENCE

AGB SPORT GEEL

Zaalwachter | 2023

NIKE ELC LAAKDAL

unloader | 2022

KFC TURNHOUT

room attendant | 2020

COVER LETTER

Met veel enthousiasme wil ik mijn interesse in de vacature voor Parkeertoezichter toelichten. Na het doornemen van de vacature en mijn eigen ervaringen, geloof ik dat mijn vaardigheden en achtergrond goed aansluiten bij de vereisten van de functie.

Als persoon ben ik zeer vriendelijk en sociaal. Ik geniet ervan om met mensen om te gaan en ben zeer klantgericht. Mijn ervaring in de verkoopsector, variërend van werken achter de kassa tot het vullen van schappen, heeft mij geleerd om goed te communiceren en de behoeften van klanten te begrijpen en te vervullen. Daarnaast ben ik gewend om in teamverband te werken, maar ik kan ook zelfstandig goed functioneren. Flexibiliteit en aanpassingsvermogen zijn eigenschappen die ik sterk bezit.

My job application

1. The job opening

 Vacatures ▾ FAQ Mijn profiel



Bewakingsagent (jobstudent)

📍 Antwerpen (Vlaanderen)

✉️ Studenten en afgestudeerden

[Bekijk vacature](#) ➔

Function title: Bewakingsagent (jobstudent)

Company: securitas

Address: Moerelei 125 wilrijk 2610

Found via: <https://jobs.securitas.be/nl/job/id/19220/nl/>

Reference number: 19220

Name of contact: Securitas Hoofdzetel

Contact information: [+32 \(0\) 2 263 55 55](tel:+3222635555), Kouterveldstraat 7a/001

2. Researching the company

2a. Take a look at the company's website, social media and Google search results.

Name 3 things that jump out at you.

1.	All ways the official logo.
2.	no direct contact to one of the higher ups.
3.	They all always direct you to the main page of there site.

2b. Who do you think their target audience is? Why do you think that?

People who want to be a social security agent at there agency because this is not a job for people who are scared for interactions. There looking fir people who never came in contact with criminality because you have to make sure that others don't do criminal activities so they need to have someone that can be trusted.

My job application

3. Analysis of the job opening

3b. Assess the job opportunity according to the four pillars. Per pillar, name at least one positive and one negative point.

Personal

- (+) it makes you feel like you help people.
(-) it is a very challenging job.

Social

- (+) you get a lot of respect because of it
(-) you wont have a nice atmosphere everytime

Impact

- (+) you can make a difference in how safe people feel.
(-) this job is not that big of a impact because it does not really stop people from doing something that they are not supposed to.

Practical

- (+) you get a good salary for the work you have to do and the dangers you can face.
(-) there are not too many extras above of your salary.

3c. Would you actually consider applying for this job, irrespective of the experience they ask for?

Yes I would if I had the things they ask for like being in the last year of defensive or have a own vehicle. I would if I had the physical body to keep up with the work. If I had the experience to do the job I didn't need to study for the job there would have been a possibility.

My job application

4. Preparation for the interview

4a. Write a suitable answer for the following five common questions.

Formulate answers that are personal and professional.

Q: Give an example of when working together went less well and how you dealt with that.
--

A: when there is to much pressure or time bound to the task I try to do everything by my self at that moment and at my tempo but that does not always suit other people.

Q: Tell us what you already know about our company. Who do you see as our competitors?

A: This is a security company where you make sure that the place you have to watch is as safe as possible for the people that come there.
--

Q: What do you think your daily schedule will look like if you were to hold this position?

A: that I have to be patrolling the facility where I am assigned to and that I have to look for people that act suspiciously and strange to prevent them from bringing others or them self in danger for the whole day everyday.

Q: How much time do you think you will need to settle into this position?
--

A: Minimum one month to a month and a halve.

Q: What is the greatest challenge you will face in the position and how will you tackle that?
--

A: Being to scared to tell people they doing something wrong I can fix that by keeping in mind that other people can come in danger because I did nothing so that even do that im shy I still will do my job to prevent anything from happening.

4b. Prepare three questions you could ask at the interview.

Do not copy any of the examples on the slide.

1. What opportunities for advancement exist within the company?

2. How does Securitas handle emergency situations or security incidents?
--

3. What is the company's approach to employee training and development?

4c. Name one more thing you would do to prepare for a job interview that we have not covered yet.

Ask someone that already does this job about how the default day for this position is looking like.

Personal communication

1. Purpose

Energy givers

- God
- Family
- Success
- Friends

Energy drainers

- Failure
- Betrayal
- Discouragement
- Racial insults

How can you use this self-knowledge in your school career? And what will you pay attention to later on when you are looking for a job? Explain in at least four sentences.

In my school career it's normal I come in contact with all my energy drainers. Personally I think that's a good thing because I learn how to deal with all these bad emotions and mental pain. So when I start working or start looking for a job I know how to deal with all of this. It will make it easier for me to focus on all my energy givers and handle situations where energy drainers are a big factor and keep going without doubt.

What are your values and vision? Who do you want to be for others?

This is a very broad question. You may interpret it however you want.

It's not really for others but more for my family I want to be a pillar for them to lean on and ask anything if they need me. I want them to know that how hard or dark there situations are they can come to me and I'll support them that's my vision that's what I want to be everything I do is not just for me but for me, my family and my future kids.

Personal communication

2. Personality

Core quality	Pitfall
Responsible	Demanding
Allergy	Challenge
Impulsief	Schikken

Explain your core quadrant and provide further detail and examples.

Explain in at least four sentences.

I am a responsible person especially when it comes to achieving and doing my goals or tasks. for example, when I am given the task of doing something for work, I am usually the first person to take initiative to get it done. but I expect too much of myself in many situations, which causes me to have a mental break every now and then. But it's not too bad, I'm just too impulsive when I'm busy with my responsibilities.

Which other core qualities would you want to highlight in your personal brand? Explain why.

1.	To persevere = I'm a person that doesn't like to give up I don't like to lose.
2.	Soft hearted = I be good to everyone even if they do me wrong I don't really like conflict.
3.	Humour = I like to laugh I know when to stop but sometimes I do to much using humour.

- Friendly

Personal communication

3. Potential

	Helpful	Harmful
External	Strengths <ul style="list-style-type: none">• Music• Passionate• Friendly	Weaknesses <ul style="list-style-type: none">• Impulsive• Strict• Short tempered
Internal	Opportunities <ul style="list-style-type: none">• Team Player• Ask questions• Ignore bad things	Threats <ul style="list-style-type: none">• Falling behind• Not knowing• Network Numbers

Personal communication

4. Unique selling power

What makes you unique from people with the same degree?

Think of your own unique talents, goals or opinions.

Mention at least three different USP's and explain each one in at least three sentences.

1.	Passionate worker, I like to do my work with full passion I can't do things half hearted I have to go all in to do it. I can never do things calmly I have to do it full force. Most of the times it's a good thing but there are moments where I'm too passionate.
2.	Considerate, I have to make sure everyone is comfortable with the way things are. I can't work with people without knowing how they are feeling about certain situations. I have to know that people feel at ease when I'm around them and don't feel uncomfortable when I talk to them.
3.	Leading others, even if I say it about myself I'm a naturally born leader I have to make sure that everyone can do what they are supposed to do. If the people around me need something or need guidance with whatever I try to provide for it. But the most important thing is I'm not afraid to make the necessary decisions even if they are hard ones or ones that can make some feel a bit uneasy.

How could you use those USP's to create added value for others?

Explain in at least four sentences.

To begin with being a leader makes it easier for other people to lean on someone that's there for them and helps them when they need them or make the hard decisions for them. To be considerate makes it a good environment for other people especially people that are fast to judge themselves or have too much self-doubt. I can make it a nice place for everyone if there is someone that's considerate about other people's feelings. And last but not least a passionate worker keeps the work going other people will follow because there is someone that is doing his work with full passion.

Body language analysis

1. The picture

Look for a picture online that depicts two people interacting with one another. Do not use a staged stock photo. Once you have found a picture, post it here. Make sure you mention where you found the picture.

The picture I will analyse:



Source: <https://theartofhealing.com.au/2021/08/the-surprising-benefits-of-talking-to-strangers/>

Person A: Older men

Person B: teenage boy

2. Analysis of person A.

2a. What can you deduct from the facial expressions of person A?

That he is happy that there is someone he can talk with, he is observing the person A to see if he is listening, not bored of the conversation or if he enjoys the conversation.



2b. What can you deduct from the general body language of person A?

Person A sits more in a closed but relaxed position, he has a comfortable position so that Person B feel comfortable enough to be more relaxed and not feel uncomfortable.

Body language analysis

2c. What do the hands of person A tell you?

That he is a bit nervously and not completely comfortable in the conversation, or that he is holding something in his hands that he don't want to drop.



2d. What can you deduct from what person A is looking at?

That he wants to be in the conversation but that he still is a bit nervous about interacting with person B.



3. Analysis of person B



3a. What can you deduct from the facial expressions of person B?

Person B has a listing body posture by the way that he is looking to person A.
Person B is trying to understand everything that person A he is very invested in this interaction.

3b. What can you deduct from the general body language of person B?

Person B sits very relaxed, he takes on a listing body posture and he has a comfortable position so that Person A feel comfortable enough to talk to him.

3c. What do the hands of person B tell you?

That he is very relaxed he has no problem with being in this interaction.
He has his hand low to show that there is nothing to worry about that he is about to do anything to harm person A.

3d. What can you deduct from what person B is looking at?

Person B is invested in what person A is talking about and is really trying to listen good.
Person B is relaxed and open wants the person A to feel comfortable and safe in this interaction.

Body language analysis

4. Proxemics



Analyse the proxemics between person A and person B in at least **3 sentences**.

There sitting in an personal space distance from each other.

There sitting far enough to hear each other good and not have to yell to let the other person hear the other.

And there far enough to have no physical contact with one another.

LinkedIn & online profiles

Edit your URL and paste it below.

https://www.linkedin.com/public-profile/settings?lipi=urn%3Ali%3Apage%3Ad_flagship3_profile_self_edit_contact-info%3B2spO9JTASBiJz8TwAeB%2Baw%3D%3D

2. My banner & personal brand

3. My network

Connect with at least five people on LinkedIn. Think of other students, friends, family... Mention below who you have added and how you know them.

	Name	I know them from...
1.	Zuha Hassan	Social media.
2.	Jakob Van Neste	From Clubbing.
3.	Niels Van Oerle	From Work.
4.	Marta Angelone López	Friends girlfriend.
5.	Safia Zine	From Social media.

Follow at least three companies on LinkedIn. Indicate below which three you have chosen and which sector they are in.

	Company	Sector
1.	The Coca-Cola Company	levensmiddelen en dranken
2.	Ford Motor Company	Productie motorvoertuigen
3.	McKinsey & Company	Bedrijfsconsulting en -services

LinkedIn & online profiles

4. My online image

On which other social media are you active?

Indicate what applies and complete if necessary.

- LinkedIn
- Facebook
- Twitter
- Instagram
- TikTok
- Reddit
- Pinterest
- I post videos to YouTube
- I have my own blog
- I have an online portfolio
- Other: ...

Look yourself up on Google. Use incognito mode for this. Put your name in "double quotes". Review found webpages and images. Describe the first ten relevant search results that come up.

	Search results
1.	https://ask.fm/SergioRemak

5. Clean up

Turn on 'Google alerts' for your name and set the frequency to immediate.

Take a screenshot and paste it below.

Meldingen

Meldingen van interessante nieuwe content op internet

← "Sergio Remak" ↗

Er zijn geen resultaten voor de zoekopdracht.

Zodra nieuwe resultaten worden gepubliceerd op internet, worden ze hier weergegeven.

Mijn meldingen (1)

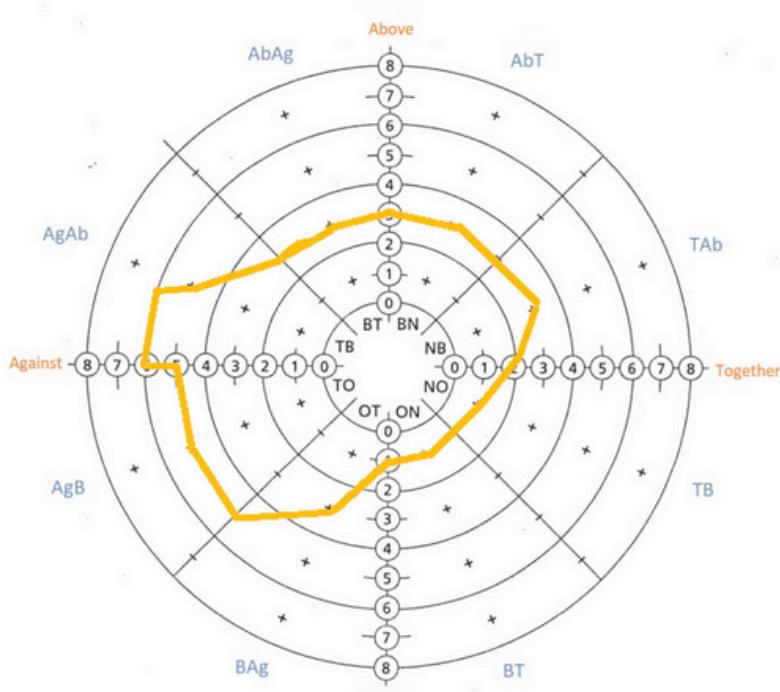


"Sergio Remak"



My personal communication style

Step 3. Your rose



Step 4. Reflection

What is your main communication style according to Leary's rose?

In your own words, what does that entail?

If you had multiple styles score equally high, discuss all of them.

Critical, I am always able to criticize positive or negative, I am often honest with my opinion, I do not beat around the bush, but it often makes many people feel as if I want to put them down with my opinion, which often causes problems that wouldn't have to be there if I had kept my mouth shut.

I also have resisting as a communication style. I am very difficult to convince, I do complain every now and then, but then it is really for the right reason and not just for everything, I like to discuss certain things, even if I provoked it myself.

Does this result surprise you? Why (not)? Which characteristics of your main style are recognisable and which ones had you perhaps not noticed yet?

NO it does not surprise me, I've always been aware that I'm a bit criticizing especially the self-criticism that was always strong with me I have some insecurities but not to much because I've learned not to have insecurities, I have a big Guilt that's why I don't do bad things I have always been aware of that.

I also have the communication style of resisting it does not surprise me I always struggled with this especially with forgiving someone and being easily hurt I'm a sceptic person that's why I probably in the IT study and not in Rechtspraktijk.

My case on Leary's rose

1. Conflict

Describe an example in which you and someone else 'clashed' because of the way in which things were communicated. The tension should not come from external circumstances but rather from the manner in which things were said.

I played soccer at Esperanza pelt where I wore the captain lint there was a defender of my own team and he wasn't really one of the good players in the team we where at a match and he said in the locker room that we have to play better to win he was being positive but I had some criticism for him that he was the problem that where losing what I could have said way nicer and sensitive this lead to him quitting the team.

In the example you described above, where would you position the other person on Leary's rose? What has lead you to come to that conclusion? Can you empathise with their position? Please keep in mind that the other person is also human and probably had good intentions, even though that may not have come out the right way.

I place him in the withdrawn communication style he was always alone not really speaking up about what's bothering him, when I first heard about him quitting the club I felt a big sense of guilt because if had been nicer with my words and not blame him for everyone's mistakes he could have changed the way our team work would work but I was too rude to him.

In the example you described above, where would you position yourself on Leary's rose? What behaviours did you display that would put you there? Please keep in mind that your good intentions probably did not match the way the other person perceived your actions.

Criticizing the whole situation could have been better if i just thought about what i was saying because not everybody is strong enough to take strong rough opinions, i did mean it well but because of the way i said it he felt like he was the problem. He felt like his opinion would not matter so i pushed him back in too the withdrawn position and that is not what i tried to do but did.

My case on Leary's rose

2. Rectifying the situation

If you could revisit the situation and do it all over again, what would you do differently?

Where would you put yourself on the rose in that ideal scenario? How would you do that?

Aim for an answer that would create a positive outcome.

I would have tried to put my self below at the depended communication style and help strengthen what he was trying to tell everyone in the changing room maybe then he would have opened up more to the team and not leave the team thinking he is the problem and not the one who can come up with a solution, I made a mistake to go against him while he tried to lead the team to a win and better teamwork.

Ideally, how would the other person react?

Where would they automatically put themselves on the rose as a response to your position?

They would have placed them self in the leading place and a bit in the helping and that is what I broke down when I made him feel like he did not belong in our team, he was trying to change the way that is communication style works and I made him feel like he could not change but he changed and not me I stayed out of frustration in the same communication style and made him feel bad. (I did talk to him after I heard that he quit and we became friends)

3. Growth

How could you apply Leary's rose to other situations later in your life; personal or professional? What would you keep in mind?

That everyone has a different way of handling situations and that not everything needs the same communication style when you react to there words or actions. because not everyone will accept the way I give my opinion to them. I need to try to valuate which communication style the best is in different situations and not be fast to give critics. Sometimes its okey to be withdrawn of depended you do not have to be a leader all the time.

Analysis of group dynamics

1. Group information

This assignment will pertain only to your group for the second semester of Professional Skills 1. If you are not enrolled in Professional Skills 1, please notify your lecturer.

Class group: 1ITF01 Group name: HackHero's

Slogan: Bits, Bytes en Brilliance: IT-studenten creëren de digitale toekomst!

Team member 1: Jorg Maas

Team member 2: Siyar Yildirim

Team member 3: Tuur Mentens

Team member 4: Sergio Remak

2. Insights profiles

Put the names of your team members into the area that they belong to. Then, please write down one strength and one weakness for each team member, based on their insight colour.

Name: Jorg

- Strength: Responsible
- Weakness: Stubborn

Name: Tuur

- Strength: Disciplined
- Weakness: Judgemental

Name: Sergio

- Strength: Direct
- Weakness: Unapologetic

Name: Siyar

- Strength: Analytic thinker, looking for details
- Weakness: doesn't like change

Analysis of group dynamics

Are there any weaknesses that could potentially clash with one another? Name **at least two**. Explain each clash in at least **3 sentences**.

Tuur's judgmental nature and Siyar's resistance to change create potential challenges for harmonious collaboration. The clash between Tuur's critical tendencies and Siyar's reluctance to embrace change may hinder their ability to work together seamlessly. Finding common ground could prove difficult as these contrasting traits may lead to misunderstandings and tensions within the collaborative dynamic.

Stubborn could clash with unapologetic. It could happen that there are two different opinions / approaches to something and then these two personalities could cause a halt in work. Due to both these weaknesses resulting in the holding on to your own idea. Sometimes a third person would be needed here to resolve the argument.

Look at all of your **core quadrants** from last semester. Are there any allergies that clash with each other or with the insight's weaknesses? Every group will have **at least two** of them. Explain each clash in at least **three sentences**.

Attempting to avoid setbacks clashes with an impulsive approach. Impulsive choices often lack thorough thinking and consideration of future consequences. This way the flaws that will occur from an impulsive approach will cause some setbacks and cause a clash between team members.

Avoiding setbacks clashes with exempting behaviour in the form of wanting to do everything right the first time. The conflict starts from the difference between the need for careful consideration and risk management. Successfully avoiding this clash involves comparing the goal of avoiding setbacks with a commitment to look out for all relevant factors.

Analysis of group dynamics

3. Belbin roles

Name	Belbin role	Would be good at...
Tuur	SH	Leading the team because he is making other people happier and motivating them.
Sergio	ME	Making judgements of the team. He is honest about his actions and will always say when things are good and wrong.
Jorg	TW	Promoting the team spirit is his skill. He is optimistic about his actions. Also, he motivates our team as the leader does.
Siyar	TW	Supportive team member who listens to resolve conflicts. He will always try to help solve conflicts because he thinks that is better for improving our team spirit.

4. General assessment

Missing role(s)	Plant (Tuur), resource investigator (Jorg) and completer finisher (Sergio).
Challenge(s)	Coming up to creative solutions.
Resolution(s)	Filling in the blanks in the team together. As mentioned under missing roles.

Personally, we think that we wouldn't make a great team because we all share the same insight profile. Which is not a great mix. It's better to have some different insight profiles within our group. We also think that some parts will be a good mix. According to the Belbin roles we would have a diverse group. Which means it would be good because we have a leader, a monitor and team members.

Meeting 1

Meeting 1 trip cybersecurity

29/03/2024

Present

Jorg Maas (chairman)
Siyar Yildirim (secretary)
Sergio Remak (timekeeper)

Goal

Assign items to team members and hear out any additional ideas that team members have. Finalize the road trip. We want to explain the knowledge and insight of cybersecurity further to first year students.

Item 1.

Date

Item 2.

Location

Item 3.

Transport

Item 4.

Amount of participants

Item 5.

Security

Final conclusion

Find a date that is free for the group and available. Discuss the depart and return times. – We pinned the date on Friday Juli 19th 2024, start and end times to be researched by the next meeting.

Discuss which company we are going to visit for the event. – We have agreed to visit The Cybersecurity Centre Belgium. The address is Rue de la Loi 18, 1000 Brussels.

How are the participants going to get to / from the event. – Transport options will be researched by next meeting by Siyar.

Discuss who will be going on the event. – The event will be for all students in the first year of applied informatics on Thomas More campus Geel who attend the course of Security Essentials and Communication Skills.

Are there any requirements that have to be fulfilled to go and / or any passes that have to be requested. – This information will be researched by the next meeting by Jorg.

We have decided to go to the Centre for Cybersecurity Belgium on Friday the 19th of July 2024. We will take the students from the first year of Campus Geel Thomas More who attend the classes of Security Essentials and Communication Skills. Catering will be on site but still needs to be arranged as soon as possible. Transport will be checked on the next meeting based on price and availability which will be prepared by Siyar.

Meeting 1

To do

- | | | | |
|----|--|--------|------------|
| 1. | Find the prices to hire a bus and check the price + availability of going by train to the event. | Siyar | ASAP |
| 2. | Relay information about the layout of the day, materials needed for demonstration and timings of events. | Jorg | 10/04/2024 |
| 3. | Requesting permission to go on the specified date with the centre for cybersecurity Belgium for the event. | Sergio | 30/03/2024 |
| 4. | Research safety requirements to enter the centre for cybersecurity Belgium. | Jorg | ASAP |
| 5. | Find pricing and availability of catering on site. | Siyar | 1/4/2024 |
| 6. | Arrange of a cybersecurity employee who will give a speech about cybersecurity in the daily basis. | Sergio | ASAP |

Meeting minutes II

Aan katrien.eggers@ccb.belgium.be

BCC

CC michele.rignanese@ccb.belgium.be

Tour in your facility

Concept opgeslagen om 15:36

Beste Katrien Eggers,

Ik ben Sergio Remak een student van het Thomas More in de opleiding ICT.

We zouden graag een bezoekje brengen aan jullie faciliteit om meer te kunnen leren over de cybersecurity binnen in België, we zouden graag langs willen komen met de klas 1ITF dat bestaat uit 24 leerlingen.

We zouden deze trip graag doen op 19 juli 2024 voor heel de dag.

We willen met deze trip onze mede studenten een mogelijkheid aan bieden om ze een diepere inzicht te geven binnen het cybersecurity en een mogelijkheid om hun persoonlijke vragen daarbij te stellen is er een mogelijke medewerker die aan de einde van de tour een diepere uitleg kan geven en vragen kan beantwoorden zodat de leerlingen al hun vragen die ze hebben beantwoord kunnen krijgen.

Ik hoop zo snel mogelijk iets van u te horen,

Met Vriendelijke groeten

Sergio Remak.

Ik had de taak om de tour naar de centre for cybersecurity Belgium aan te vragen en daar bij een tour begeleider te vragen in deze print screen is de mail voor die aan vraag te vinden

Mijn team genoten waren niet aanwezig waar door ik niet kon vergaderen met hun maar ik heb daar dan de tijd van genomen om de aanvraag mail te maken voor deze tour.

main conflict management style

Step 3. Your main style

What is your main communication style according to the table above?

In your own words, what does that entail? Does this result surprise you? Why (not)?

If you had multiple styles score equally high, discuss all of them.

I scored highest on being a turtle I doesn't surprise me at all because I am a bit withdrawn especially in a conflict I don't really give time to solve conflicts even if the conflict has something to do with me I be more on my one and focused on my own goals rather then try to solve other peoples problems and issues.

I also scored high on being a owl but that's a bit of a surprise to me because I don't see myself as a peace maker I think of my self more as a little bit selfish I do have tendencies to solve conflicts if the conflict has something to do with me but not to much of that.

Each style has times when they are more or less appropriate. Do you feel like this style is always helpful to you when you want to get the best outcome?

No it does not there are situations that are impossible to avoid or that i have to solve and then I am forced to try and solve it but in the end I withdraw my self out of the situation when I takes to much effort, time or there is no solution coming to light anytime soon. But I do try to solve conflicts sometimes and when I do I do find my self being good at solving the problems.

Golden Circle

Why What is the purpose of my presentation?

Purpose

To make others understand how it works

Who is my audience beyond just 'students and lecturers'?

Audience

The students and the lecturers

What do I want to achieve with my audience?

Impact

To make others better at using it

What's in it for them?

Enticement

it makes it easier for them to study and learn new things.

Class Summary

NETWORK ESSENTIALS

WAN

Wan = Verbind meerdere LAN's met elkaar

THE INTERNET

IETF = Internet Engineering Tasks Force

ICANN = Internet Corporation for Assigned Names and Numbers

IAB = Interactive Advertising Bureau

BRANDWIDTH

In ideale omstandigheden

Goodput is altijd kleiner dan throughput

LATENCY

Is de tijd dat je data stuurt naar eindpunt en terug

TTL = Time To Live

TRACEROUT

Er worden meerdere ping pakketjes gestuurd en worden uitgevoerd met een stijgende TTL waarden om aan het eindpunt te raken.

CONVERGING NETWORK

Je hebt maar 1 netwerk en 1 beheerde nodig

VIER BASIS PRINCIPES

FAULT TOLERANCE

Het kan de fout opvangen en heeft een alternatieve route naar het eindpunt

SCALABILITY

Dat het netwerk makkelijk uitbereidbaar is zonder dat het problemen op levert

QUALITY OF SERVICE

Voice Over Ip = beste kwaliteit voorzien zonder haperend communiceren

Financieel transactions = beurzen bv. moet snel en vloeiend werken, want veranderd snel

Web pages or email = lage kwaliteit iets trager maakt niet uit

NETWORK SECURITY

Je zorgt ervoor dat je netwerk sterk beveiligd is tegen inbrekers

ACCES METHODS

CONSOLE

Ook leesbare tekst is leesbaar door een hacker bijvoorbeeld. Een ingegeven wachtwoord kan achterhaald worden.

SECURE SHELL SSH

Teksten worden omgezet naar onleesbare en onachterhaalbare tekens

TELNET

Leesbare tekst is leesbaar door een hacker bijvoorbeeld. Een ingegeven wachtwoord kan achterhaald worden.

TERMINAL IN CISCO PACKET

ROUTER NAAM GEVEN ZODAT WE WETEN WELKE ROUTER

Eerst conf t en dan hostname (R1 = is de naam)

Via **exit** ga je uit de configuratie van de router

Class Summary

No ip domain-lookup = je zet uit dat hij van foute woorden wil omzetten naar ip

Enable afkorting en = om naar priveliges mode te gaan

Paswoord instellen voor router = line con 0 is de (0 omdat het de eerste router is)

Password cisco = het paswoord is cisco

Login = om wachtwoord te activeren

```
R1>enable  
R1# conf t  
Enter configuration commands, one per line. End with CNTL/Z.  
R1(config)#line con 0  
R1(config-line)#pas  
R1(config-line)#password cisco  
R1(config-line)#login  
R1(config-line)#
```

R1(config)#enable secret class = je stelt een wachtwoord als class in voor je naar de privilege scherm mag gaan, hoeft niet geactiveerd te worden

Line vty 0 14 daarna password cisco en login daarna = de telnet lijnen van 0 tot 14 voorzien van een wachtwoord

NV-RAM = als je stekker uittrekt alles blijft opgeslagen maar niet bij running config file

Show run = laat je history zien

Copy run start = Running config file opslaan anders als je computer uitschakeld is alles weg

show version = laat zien welke versie/model je switch is

? = je krijgt de help functie

C? = je krijgt de commands van de helpfunctie startent met c

Configure = in priveliges mode gaat naar configuratie mode

Show clock = laat de tijd zien

clock ? = laat de verschillende mogelijke opties van het command zien

```
Switch#clock set 15:00:00 sept 20 2021  
Switch#sh clock  
15:0:2.743 UTC Mon Sep 20 2021  
Switch#
```

= je veranderd de tijd en de dag

Service password-encryption = zorgt ervoor dat je de ingestelde wachtwoorden in je history niet ziet

192.168.2.1 \ 20 prefix

Binaire vorm van ip = 1100 1000 0001 0100 0000 0010 0001 000

je zet een streep na 20 getallen zie in het rood prefix:

1100 1000 0001 0100 0000 | 0010 0001 000 (je kijkt nu zijn er 20 getallen in totaal voor de streep)

Hostadressen 2ⁿ - 2 = prefix regelen (de n is de aantal 0 na de lijn) alles tussen netwerk adres en broadcast adres

Subnetmask = alles voor prefixlijn zijn 1tjes en na de lijn alles 0

Netwerk adres = ip adres na de prefix alles 0

Broadcast adres = de binaire vorm overnemen van en dan na de lijn alles vervangen door 1

(de broadcast adres = uitgeteld van omgzet van binair en vervangen na de streep door 1 , als je vanuit een pc een bericht wilt sturen naar meerdere pc's)

Class Summary

132	168	.	10	.	17	/28
132	64	32	16	8	4	2
X	X	0	0	0	0	0
1	0	1	0	1	0	0
0	0	0	0	1	0	1
0	0	0	X	0	0	1
132.168.10.17	16	16	16	16	16	16
16 + 1 = 17	16	16	16	16	16	16
1k + 8 + 4 + 2 + 1 = 31						
132.168.10.16 = netwerk adres + 1 dus 17 =>						
132.168.10.17 = netwerk adres						
na de streep alles 1 = 31						
132.168.10.31 = broadcast adres						
132.168.10.30 = laaste host adres & -1						

!!! Prefix nummer gebruik je om te zien wat er berekend moet worden!!!

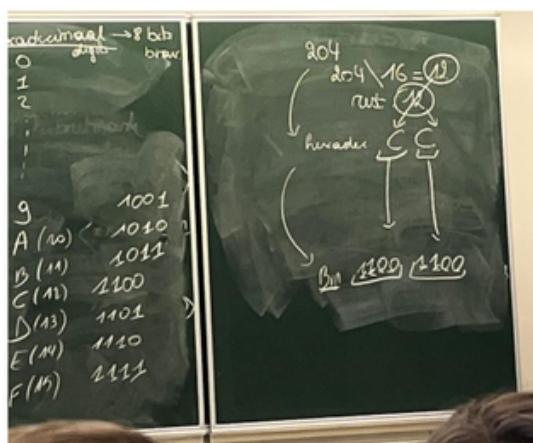
Na de streep staan altijd eentjes

Limited broadcast = gebruik je als je je bevindt in hetzelfde netwerk als de ontvanger van het bericht dat je wilt sturen **255.255.255.255** en anders als ze in een andere netwerk bevinden dan het berekent **directed broadcast adres** daarmee kan je ze bereiken.

Directed broadcast = een adres om externe netwerken te bereiken

Een router heeft evenveel IP's als verbindingen

Multicast = de pc's hebben meerdere ip adressen en de 2^{de} ip adressen zijn soms bij meerdere computers hetzelfde dan krijgen die pc's enkel



computers hogerstaande gaan krijgen die pc's krijgt het bericht

$$16 \times 12 = 192$$

$$204 - 192 = \text{rest } 12$$

Omgekeerd bv A7 =

$$A = 16^1$$

$$7 = 16^0 (1)$$

$$A = 10$$

$$10 * 16^1 + 7 * 16^0 = 167$$

COMMUNICATIONS PROTOCOLS

- A sender and receiver
- Common language (zelfde taal)
- Speed and timing
- Confirmation from receiving

REQUIREMENTS

- Regels, afspraken om ervoor te zorgen dat netwerkcommunicatie vlot verloopt
- Vastesteld door standaardorganisaties neergeschreven in RFC'S (request for comments)
- Bv. HTTP (protocol voor webcommunicatie)

FLOW CONTROL

Als je device te overloaded is dan zegt die tegen de zender dat de stroming van data wat rustiger moet

ACCES METHOD – CARRY SENSE MULTIPLE ACCES (CSMA) / COLLISION DIRECTION (CD)

Er wordt gegeken of de kabel vrij is anders wordt er te veel data gestuurd en wordt het onoverzichtelijk

Unicast = one to one communication

Multicast = one to many communication

Broadcast = one to all

Class Summary

TRANSPORT LAAG SEGMENT

TRANSPORTHEADER: HEADER VOOR DATA

Transportheader	Data
-----------------	------

- ❖ **Segment nummer** : verschillende segmenten volgen verschillende wegen
 - ⇒ Komen bij elkaar bij de ontvanger
 - ⇒ Via dit nummer kunnen we terug deze in dezelfde volgorde plaatsen
- ❖ **Poort nummer** : om te definiëren en in welke applicatie ik de data moet openen

NETWERK LAAG PACKET

NETWERK HEADER

Netwerkheader	Segment
---------------	---------

- ❖ **Ip van Ontvanger** => finale bestemming
- ❖ **Ip van Zender**

DATALINKLAAG

FRAME HEADER PACKET FRAME TRAILER

Frame header	packet	frame trailer
--------------	--------	---------------

- ❖ **MAC adres van zender**
- ❖ **MAC adres van ontvanger**
 - ⇒ Het adres van de tussenliggende netwerkdivices

Checksum : met een wiskundige bereken wordt de data gecontroleerd of die juist ontvangen wordt zonder fouten

MAC adres : bepalen de tussen liggende adressen, iedere router heeft een MAC adres je geeft aan via welke routers je naar het einde gaat