
# SHORT-TERM INTERNSHIP

## Dr. LANKAPALLI BULLAYYA COLLEGE
## VISAKHAPATNAM

# Our Team

College Name:

Dr. Lankapalli Bullayya College

D. Sai Harshini

Sasi Vardhan

Vishnu Vardhan

Vardhan

Presented by,

Dharahaas and Team

## Acknowledgement

I would sincerly like to thank APSCHE for providing me with this short term immersion internship which helped me gain practical experience and knowledge on data Anaylitics.

I thank our Respected principal sir Dr. G.S.k chakravarthy for giving me this wonderful opportunity.

I would also like to thank our head of the department Mr. N.k Mahesh, Department of BBA, and our guide sri lakshmi for being a wonderful mentor throught my project.

I thank Almighty / god, my parents and my friends without those help this project would not have been completed.

# Contents

## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

→ description of the sector of bulisness and intern organization :

smart bridge operates in the data Analytics sector, providing inovative solutions to enhance bulisness Intelligence. the organization leverages to empowers clients with actionable insights enabling data driven decision making.

→ learning objective and outcomes :

• exporting data • data cleaning • remove-duplicates • data visulization • datadashboard

→ summary of internship :

1) attending live trainig sessions and project Mentoring sessions.

2) Selection of topic - employee performance Analysis and gathering, cleaning and

Analysing its related data sets in excel.

3) team formation and assignment of task to team members

4) designing and developing dashboards, story Report, on project

5) Drafting project video Demonstration and prepration of final Report

# CHAPTER 2: OVERVIEW OF THE ORGANIZATION

**Suggestive contents**

A. Introduction of the Organization
B. Vision, Mission, and Values of the Organization
C. Policy of the Organization, in relation to the intern role
D. Organizational Structure
E. Roles and responsibilities of the employees in which the intern is placed.
F. Performance of the Organization in terms of turnover, profits, market reach and market value.
G. Future Plans of the Organization.

smart bridge is a platform that offers virtual internship to the students. the platforms goal is to prepare students for the job market by establishing a cooperative relationship between in industry and Academea. smart bridge partners with companies such as goglle to offer virtual internship. the internship provide students with hands on experience with the latest technologies and enable project based learning. smart bridge flag ship event is the "summer internship programme" the program developers students skills in emerging technologies.

# CHAPTER 3: INTERNSHIP PART

*Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.*

description of the Activities / Responsibilities undertaken:

1) Registering with Apsche Smartinternz and enrolling for smart bridge data Analytics course i.e employees performance as per the given data.
2) participating weekly quiz and completing weekly Assisment with Respect to data Analytics
3) team formation and selection of project topic "employee performance Analysis"
4) gathering, cleaning and Analyzing the data sets of the project topic - An employee performance Analysis.
5) Attending project - Mentoring sessions and designing and development intractive dashboard, story, Report on the project topic using power BI

Insights and Metrics using Power BI.

# Human Resources performance analysis

kaggle

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DR. RICH · UPDATED 4 YEARS AGO

1072

New Notebook

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# Human Resources Data Set

Dataset used for learning data visualization and basic regression

Data Card | Code (98) | Discussion (19) | Suggestions (0)

## About Dataset

**Updated 30 January 2023**

**Version 14 of Dataset**

**License Update:**

**Usability**

8.24

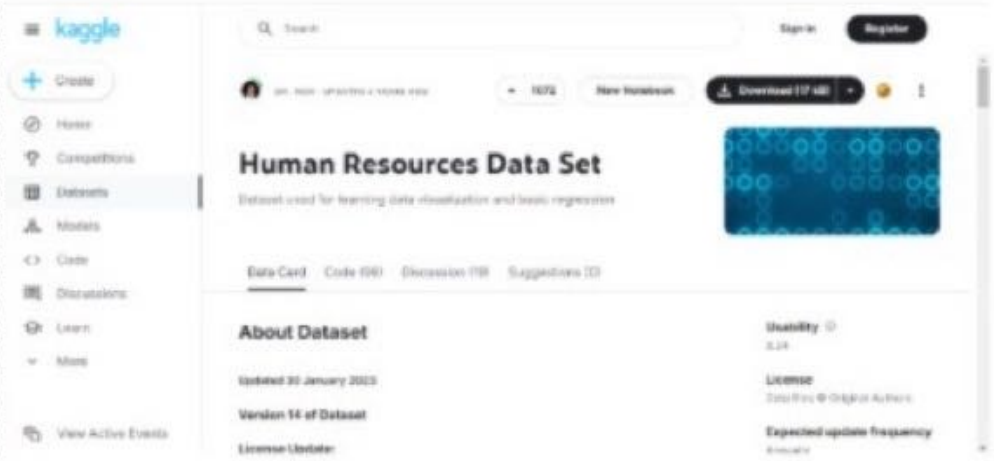
**License**

Data files © Original Authors

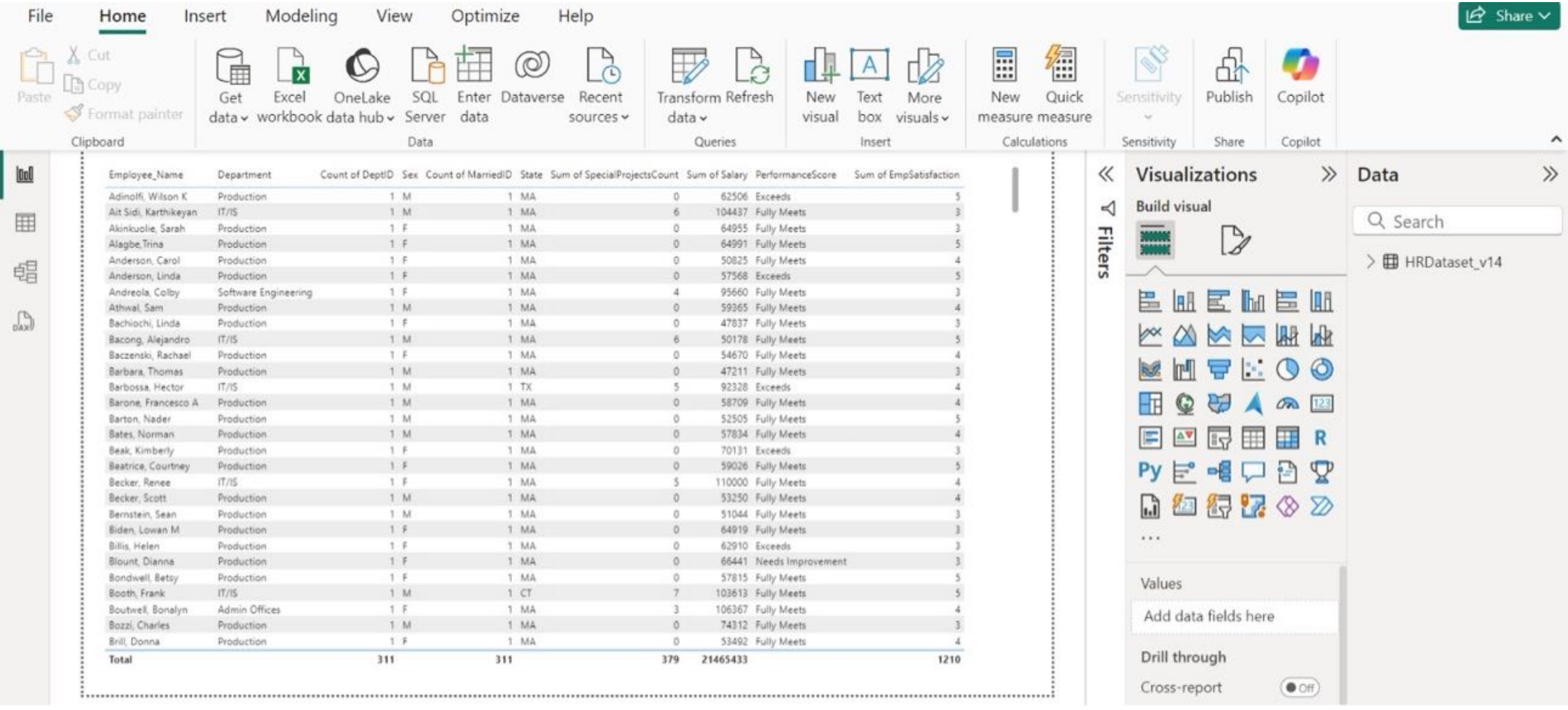
**Expected update frequency**

Annually

Clipboard | Data | Queries | Insert | Calculations








| Employee_Name | Department | Count of DeptID | Sex | Count of MarriedID | State | Sum of SpecialProjectsCount | Sum of Salary | PerformanceScore | Sum of EmpSatisfaction |
|---|---|---|---|---|---|---|---|---|---|
| Adinolfi, Wilson K | Production | 1 | M | 1 | MA | 0 | 62506 | Exceeds | 5 |
| Ait Sidi, Karthikeyan | IT/IS | 1 | M | 1 | MA | 6 | 104437 | Fully Meets | 3 |
| Akinkuolie, Sarah | Production | 1 | F | 1 | MA | 0 | 64955 | Fully Meets | 3 |
| Alagbe,Trina | Production | 1 | F | 1 | MA | 0 | 64991 | Fully Meets | 5 |
| Anderson, Carol | Production | 1 | F | 1 | MA | 0 | 50825 | Fully Meets | 4 |
| Anderson, Linda | Production | 1 | F | 1 | MA | 0 | 57568 | Exceeds | 5 |
| Andreola, Colby | Software Engineering | 1 | F | 1 | MA | 4 | 95660 | Fully Meets | 3 |
| Athiwal, Sam | Production | 1 | M | 1 | MA | 0 | 59365 | Fully Meets | 4 |
| Bachiochi, Linda | Production | 1 | F | 1 | MA | 0 | 47837 | Fully Meets | 3 |
| Bacong, Alejandro | IT/IS | 1 | M | 1 | MA | 6 | 50178 | Fully Meets | 5 |
| Baczenski, Rachael | Production | 1 | F | 1 | MA | 0 | 54670 | Fully Meets | 4 |
| Barbara, Thomas | Production | 1 | M | 1 | MA | 0 | 47211 | Fully Meets | 3 |
| Barbossa, Hector | IT/IS | 1 | M | 1 | TX | 5 | 92328 | Exceeds | 4 |
| Barone, Francesco A | Production | 1 | M | 1 | MA | 0 | 58709 | Fully Meets | 4 |
| Barton, Nader | Production | 1 | M | 1 | MA | 0 | 52505 | Fully Meets | 5 |
| Bates, Norman | Production | 1 | M | 1 | MA | 0 | 57834 | Fully Meets | 4 |
| Beak, Kimberly | Production | 1 | F | 1 | MA | 0 | 70131 | Exceeds | 3 |
| Beatrice, Courtney | Production | 1 | F | 1 | MA | 0 | 59026 | Fully Meets | 5 |
| Becker, Renee | IT/IS | 1 | F | 1 | MA | 5 | 110000 | Fully Meets | 4 |
| Becker, Scott | Production | 1 | M | 1 | MA | 0 | 53250 | Fully Meets | 4 |
| Bernstein, Sean | Production | 1 | M | 1 | MA | 0 | 51044 | Fully Meets | 3 |
| Biden, Lowan M | Production | 1 | F | 1 | MA | 0 | 64919 | Fully Meets | 3 |
| Bilis, Helen | Production | 1 | F | 1 | MA | 0 | 62910 | Exceeds | 3 |
| Blount, Dianna | Production | 1 | F | 1 | MA | 0 | 66441 | Needs Improvement | 3 |
| Bondwell, Betsy | Production | 1 | F | 1 | MA | 0 | 57815 | Fully Meets | 5 |
| Booth, Frank | IT/IS | 1 | M | 1 | CT | 7 | 103613 | Fully Meets | 5 |
| Boutwell, Bonalyn | Admin Offices | 1 | F | 1 | MA | 3 | 106367 | Fully Meets | 4 |
| Bozzi, Charles | Production | 1 | M | 1 | MA | 0 | 74312 | Fully Meets | 3 |
| Brill, Donna | Production | 1 | F | 1 | MA | 0 | 53492 | Fully Meets | 4 |
| **Total** | | **311** | | **311** | | **379** | **21465433** | | **1210** |

# HRDataset_v14.csv

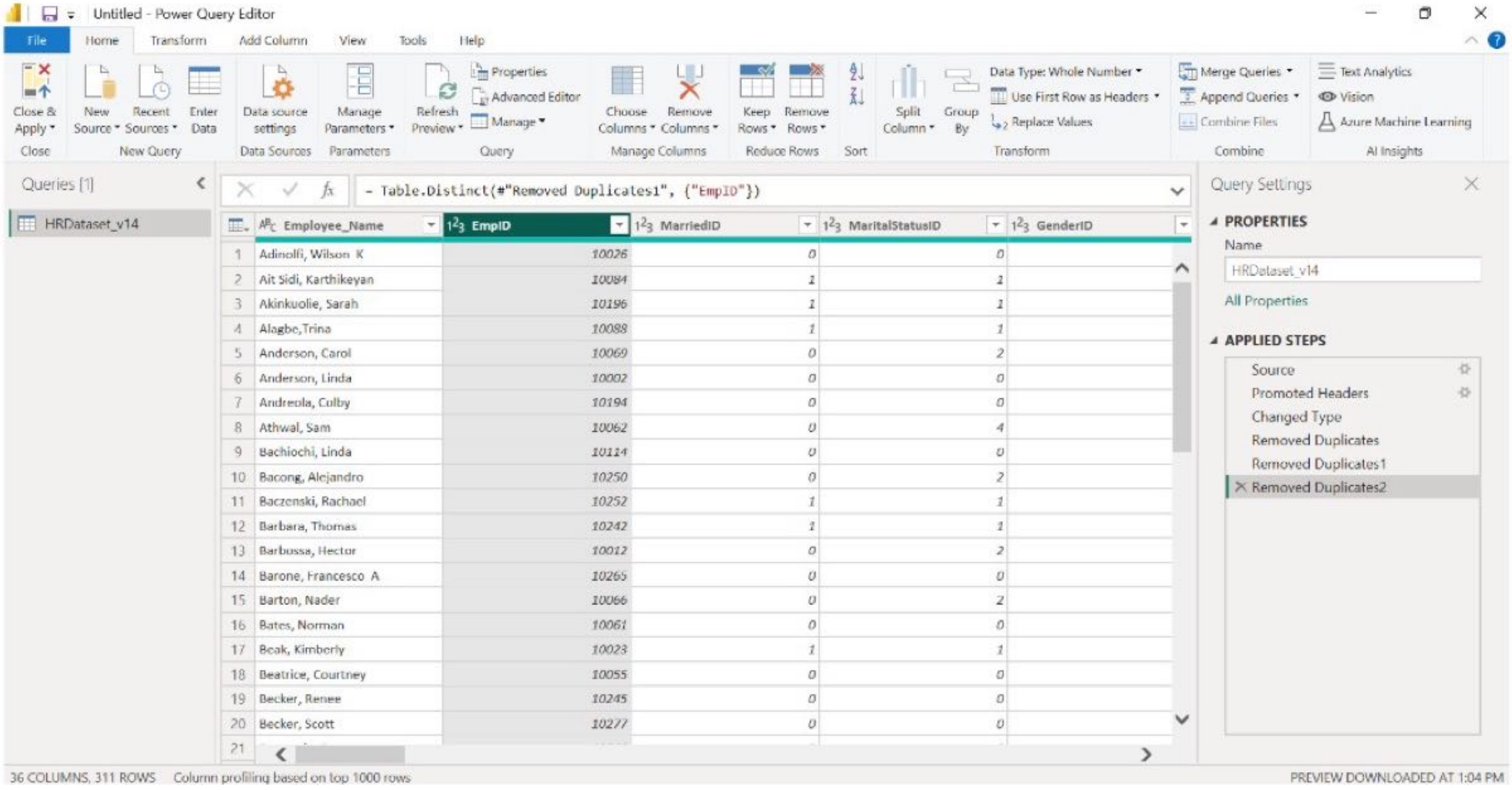
File Origin: 65001: Unicode (UTF-8)

Delimiter: Comma

Data Type Detection: Based on first 200 rows

| Employee_Name | EmpID | MarriedID | MaritalStatusID | GenderID | EmpStatusID | DeptID | PerfScoreID | FromDiversityJobFairID | S |
|---|---|---|---|---|---|---|---|---|---|
| Adinolfi, Wilson K | 10026 | 0 | 0 | 1 | 1 | 5 | 4 | 0 | |
| Ait Sidi, Karthikeyan | 10084 | 1 | 1 | 1 | 5 | 3 | 3 | 0 | |
| Akinkuolie, Sarah | 10196 | 1 | 1 | 0 | 5 | 5 | 3 | 0 | |
| Alagbe,Trina | 10088 | 1 | 1 | 0 | 1 | 5 | 3 | 0 | |
| Anderson, Carol | 10069 | 0 | 2 | 0 | 5 | 5 | 3 | 0 | |
| Anderson, Linda | 10002 | 0 | 0 | 0 | 1 | 5 | 4 | 0 | |
| Andreola, Colby | 10194 | 0 | 0 | 0 | 1 | 4 | 3 | 0 | |
| Athwal, Sam | 10062 | 0 | 4 | 1 | 1 | 5 | 3 | 0 | |
| Bachiochi, Linda | 10114 | 0 | 0 | 0 | 3 | 5 | 3 | 1 | |
| Bacong, Alejandro | 10250 | 0 | 2 | 1 | 1 | 3 | 3 | 0 | |
| Baczenski, Rachael | 10252 | 1 | 1 | 0 | 5 | 5 | 3 | 1 | |
| Barbara, Thomas | 10242 | 1 | 1 | 1 | 5 | 5 | 3 | 1 | |
| Barbossa, Hector | 10012 | 0 | 2 | 1 | 1 | 3 | 4 | 1 | |
| Barone, Francesco A | 10265 | 0 | 0 | 1 | 1 | 5 | 3 | 0 | |
| Barton, Nader | 10066 | 0 | 2 | 1 | 5 | 5 | 3 | 0 | |
| Bates, Norman | 10061 | 0 | 0 | 1 | 4 | 5 | 3 | 0 | |
| Beak, Kimberly | 10023 | 1 | 1 | 0 | 2 | 5 | 4 | 0 | |
| Beatrice, Courtney | 10055 | 0 | 0 | 0 | 1 | 5 | 3 | 0 | |
| Becker, Renee | 10245 | 0 | 0 | 0 | 4 | 3 | 3 | 0 | |
| Becker, Scott | 10277 | 0 | 0 | 1 | 3 | 5 | 3 | 0 | |

Extract Table Using Examples | Load | Transform Data | Cancel


Untitled - Power Query Editor
File
Home
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View
Tools
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Close & Apply
New Source
Recent Sources
Enter Data
Data source settings
Manage Parameters
Refresh Preview
Properties
Advanced Editor
Manage
Choose Columns
Remove Columns
Keep Rows
Remove Rows
Split Column
Group By
Data Type: Whole Number
Use First Row as Headers
Replace Values
Merge Queries
Append Queries
Combine Files
Text Analytics
Vision
Azure Machine Learning
Close
New Query
Data Sources
Parameters
Query
Manage Columns
Reduce Rows
Sort
Transform
Combine
AI Insights
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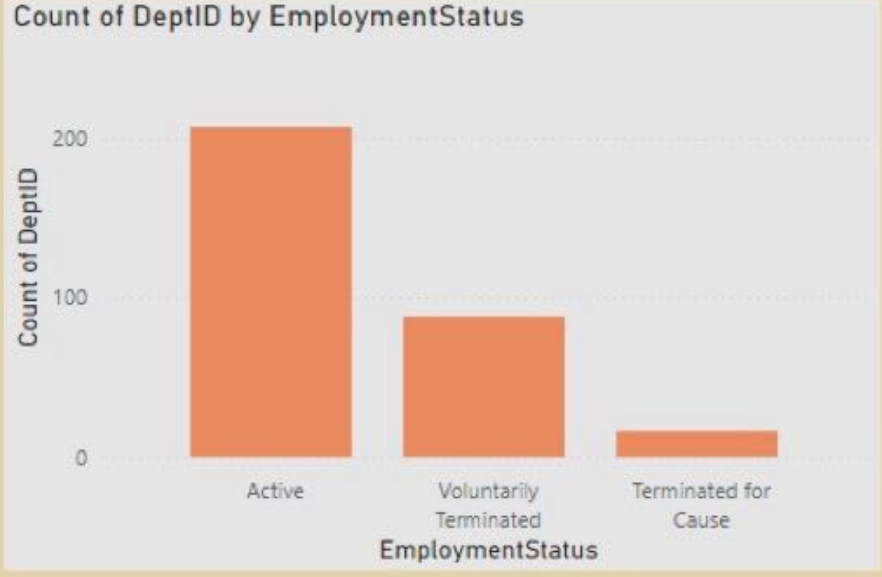
Employee_Name
EmpID
MarriedID
MaritalStatusID
GenderID
1 Adinolfi, Wilson K 10026 0 0
2 Ait Sidi, Karthikeyan 10084 1 1
3 Akinkuolie, Sarah 10196 1 1
4 Alagbe,Trina 10088 1 1
5 Anderson, Carol 10069 0 2
6 Anderson, Linda 10002 0 0
7 Andreola, Colby 10194 0 0
8 Athwal, Sam 10062 0 4
9 Bachiochi, Linda 10114 0 0
10 Bacong, Alejandro 10250 0 2
11 Baczenski, Rachael 10252 1 1
12 Barbara, Thomas 10242 1 1
13 Barbossa, Hector 10012 0 2
14 Barone, Francesco A 10269 0 0
15 Barton, Nader 10066 0 2
16 Bates, Norman 10061 0 0
17 Beak, Kimberly 10023 1 1
18 Beatrice, Courtney 10055 0 0
19 Becker, Renee 10245 0 0
20 Becker, Scott 10277 0 0
21
Query Settings
PROPERTIES
Name
HRDataset_v14
All Properties
APPLIED STEPS
Source
Promoted Headers
Changed Type
Removed Duplicates
Removed Duplicates1
Removed Duplicates2
36 COLUMNS, 311 ROWS
Column profiling based on top 1000 rows
PREVIEW DOWNLOADED AT 1:04 PM

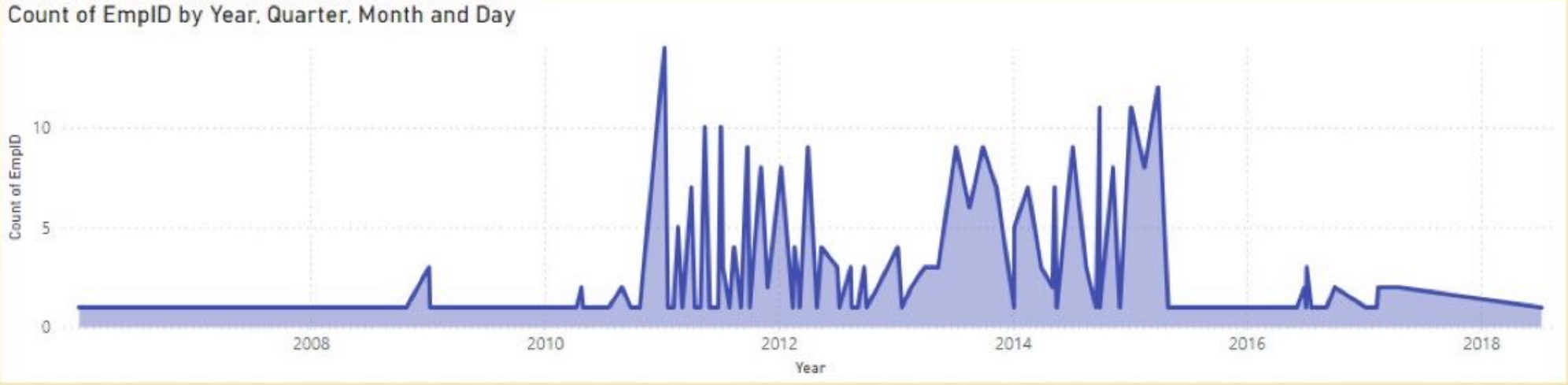
# Data Visualization



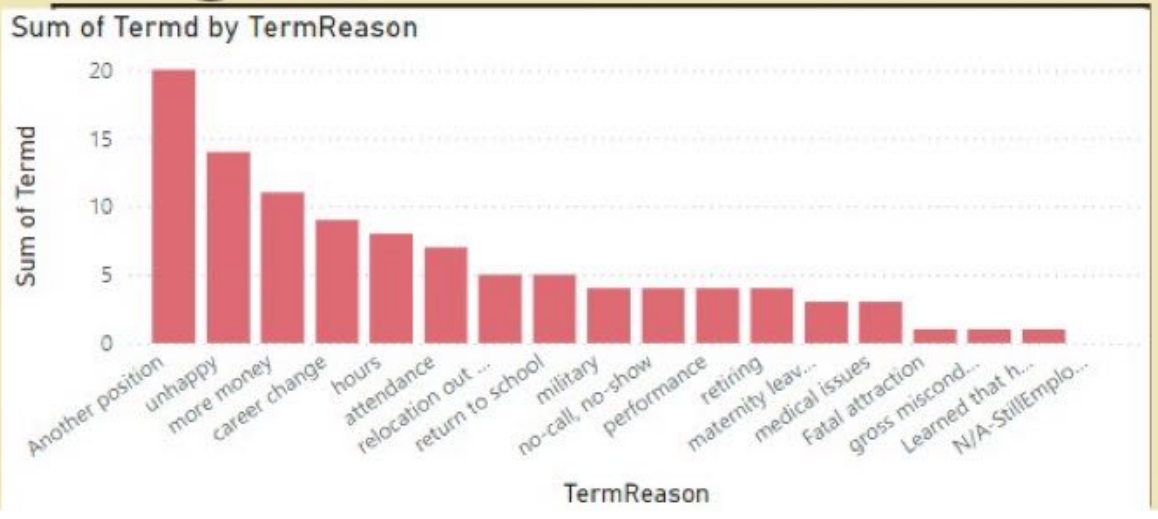

Data visualization in HR performance provides a critical tool for uncovering trends and patterns within workforce data. By converting raw data into visual formats, it becomes easier to identify key areas of strength and opportunities for improvement.

Data visualization in HR performance provides a critical tool for uncovering trends and patterns within workforce data. By converting raw data into visual formats, it becomes easier to identify key areas of strength and opportunities for improvement.

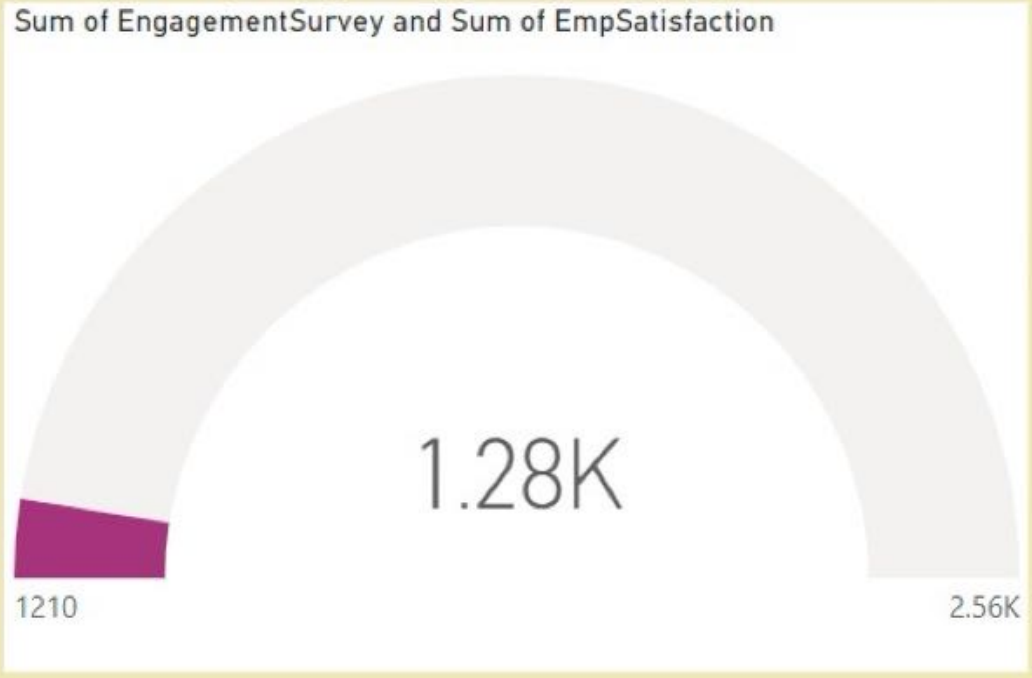
# Count of EMP ID:



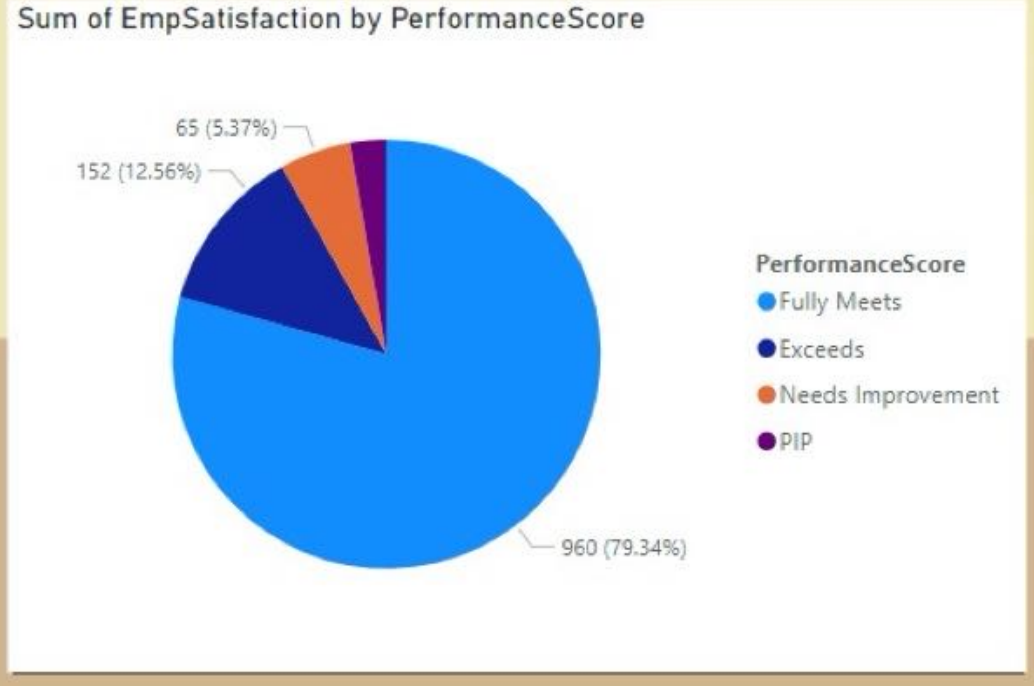

# Sum of Termed by TermReason:



## Sum of Engagement survey and sum of EmpSatisfaction:



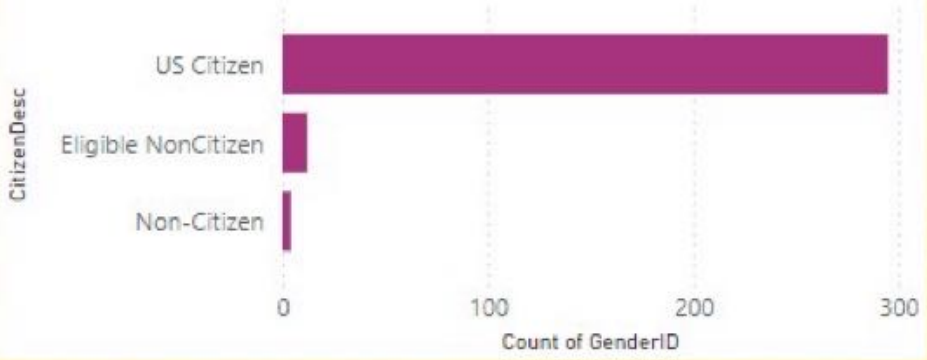

## Sumof EmpSatisfaction by Performance Score:



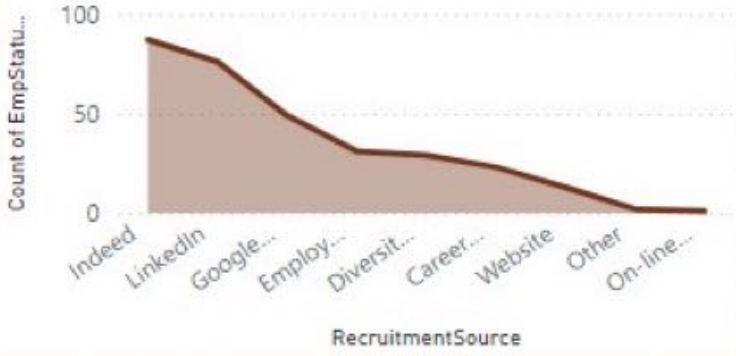
# Data Dashboard

## Sum of Salary


## Count of GenderID by CitizenDesc



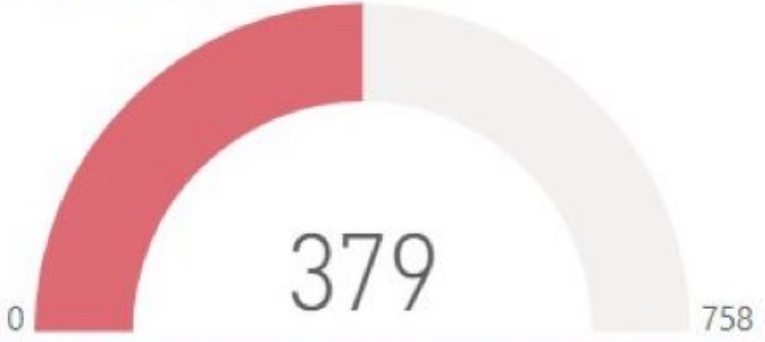

## Count of EmpStatusID by RecruitmentSource



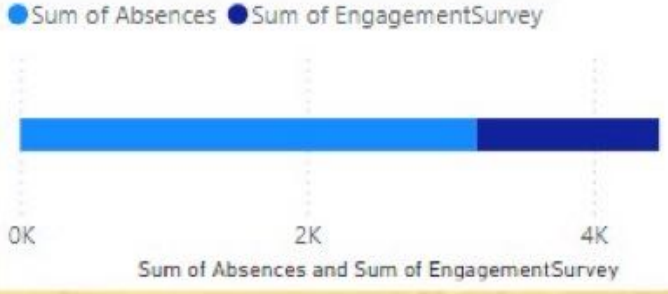

## 311

Count of EmpID

## Sum of SpecialProjectsCount



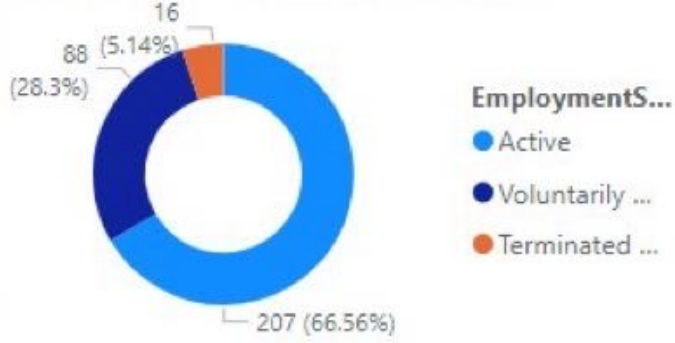

## Sum of Absences and Sum of EngagementSurvey




## Sum of EngagementSurvey


## Sum of EmpSatisfaction by Sex


## Count of DeptID by EmploymentStatus



# REPORT:

HR Analysis on employee performance, often referred to as people analytics or HR analytics, can provide various insights that can lead to data-driven decisions. Here are some potential insights and corresponding decisions that can be drawn from such a project.

# INSIGHTS:

1. Employee Performance Metrics
2. Turnover and Retention
3. Training and Development
4. Diversity and Inclusion
5. Employee Well-Being
6. Compensation and Benefits
7. Performance Management
8. Talent Acquisition and Retention
9. Training and development.

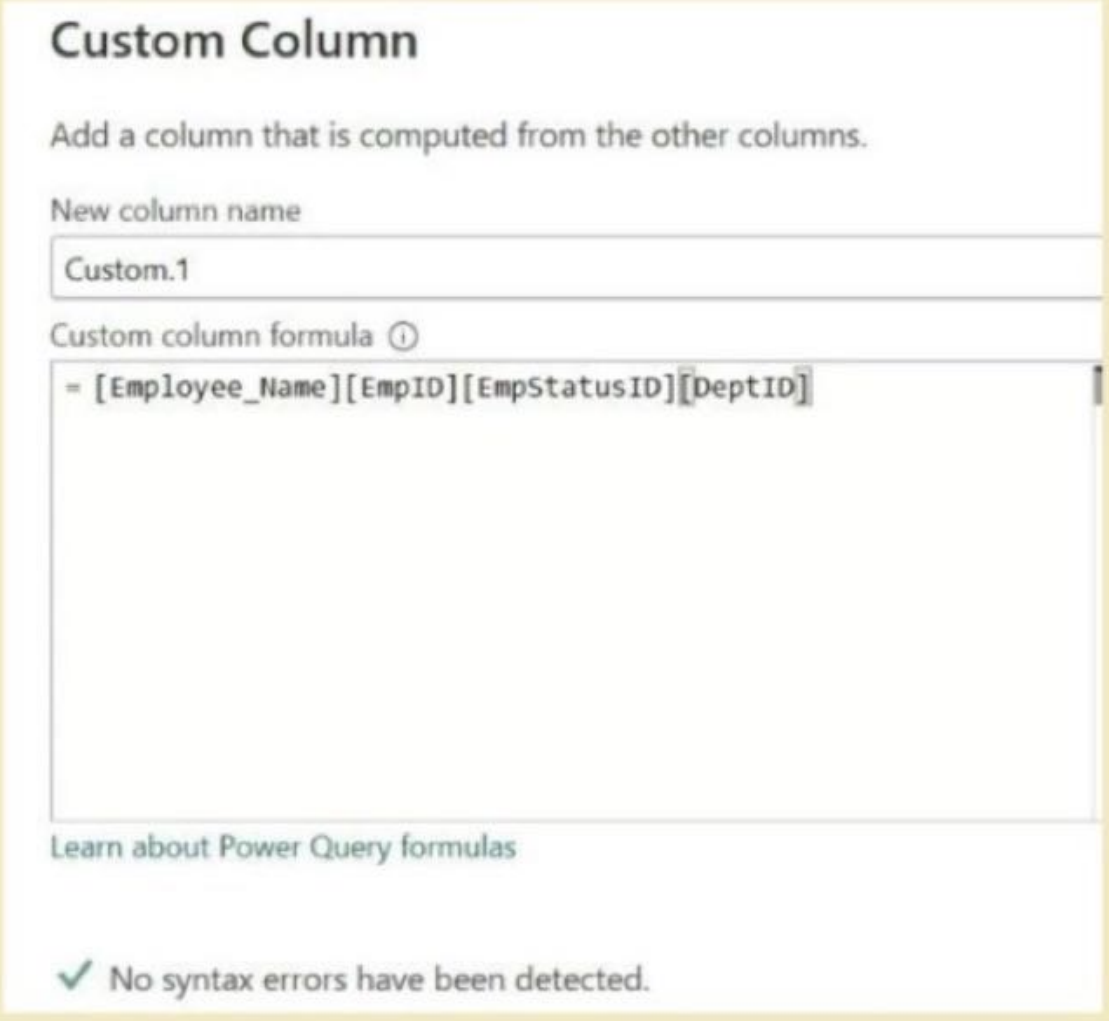
# Performance testing

**1)Amount of data loaded:**

- Employee id
- Sex
- Date of termination
- Termination reason
- Employment status
- Department Id
- Performance score
- Employment satisfaction

## 2)Selected Employee as a filter

# 3)No. of Caluculations Fields



## 4)No of visualisations:

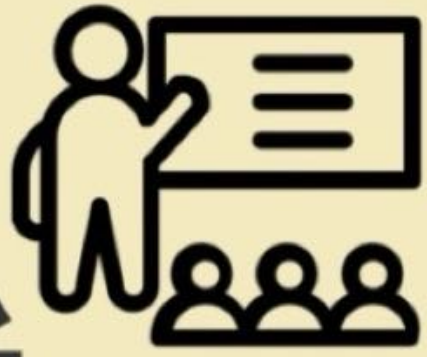
- No of department Ids
- Representation of status of employees
- No of employment Ids
- Sum of employee satisfaction
- Sum of performance score

# project demonstration

In conclusion, effective data visualization in HR performance turns complex data into actionable insights, enabling better decision-making and strategic alignment. By ensuring data quality and accessibility, organizations can harness the full potential of their workforce, driving improved engagement, productivity, and overall success.

# Project Documentation

**Step 1:** Load Data
**Step 2:** Import Data into Power BI
**Step 3:** Analyze Data
**Step 4:** Remove duplicate Data
**Step 5:** Graphical Visualization
**Step 6:** Preparation of Dashboard
**Step 7:** preparation of report (with insights)
**Step 8:** Performance Testing of the dataset



# THANK YOU

Thank you for your time and attention. We appreciate your commitment to leveraging data for better HR decision-making and performance. Together, we can transform insights into actions that drive success and strengthen our organization.

ACTIVITY LOG FOR THE FIRST WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Monday<br>Day - 1<br>8-7-24 | Introduction of data Analytics | Analysis of the topic | S.V. Lavanya |
| tuesday<br>Day - 2<br>9-7-24 | Agenda and understanding Customers | clear view of business problem and solutions | S.V. Lavanya |
| Wednesday<br>Day - 3<br>10-7-24 | Analysing and implementing data | Putting the data in visual form | S.V. Lavanya |
| Thursday<br>Day - 4<br>11-7-24 | data Analytics tools and technologies | learned about diffent tools and insights | S.V. Lavanya |
| Friday<br>Day - 5<br>12-7-24 | Data Analytics Applications | where it is used in diff Sectors | S.V. Lavanya |
| Saturday<br>Day -6<br>13-7-24 | Researched the additional inform - ation online | additional information about DA | S.V. Lavanya |

WEEKLY REPORT

WEEK – 1 (From Dt 8-7-24 to Dt 13-7-24

Objective of the Activity Done: What is data Analytics?
and the process involved in data Analytics

Detailed Report: in the first week learned about the defenition, Agenda and steps to undurtand about data Analytics. Also discuss about the problems and solutions to analyse the data and analysed the data based on steps as:

- Comparing the data
- putting the data in visual
- breaking the data

also understood the concepts of tools in data Analytis, which helps to store the data in efficient and secure manner

- SQL (structured Query language)
- NO SQL

DA technologies like -

- data management
- data visulization
- predictive model

We also learned about where this data Analytics is used or applied in various industries like finance, retail trading, Agriculture and companies like uber use DA for growth

## ACTIVITY LOG FOR THE SECOND WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| monday Day - 1 19-7-24 | data Analytics process and steps in DA | learned about data cleaning and processing | Sri Lavanya |
| tuesday Day - 2 16-7-24 | types of data Analytics | different types in DA in clear way | Sri Lavanya |
| wednesday Day - 3 17-7-24 | buimess problems and the solutions (practise) | challenges faced in organization | Sri Lavanya |
| thursday Day - 4 18-7-24 | Power BI in Action | visible insights & Sales forcast | Sri Lavanya |
| Friday Day - 5 19-7-24 | BI Architeture | learned about structure | Sri Lavanya |
| saturday Day -6 20-7-24 | Revision on given topics | Revised about DA | Sri Lavanya |

WEEKLY REPORT

WEEK – 2 (From Dt. 15-1-24 to Dt 20-1-24)

Objective of the Activity Done:

Detailed Report: data analytics process and structure in the second week learned about the diffent process that is requires in data anaytics, data cleaning and processing the data in a detailed manner and also the types of DA into 4 catogries like

- descriphive Analytics
- diagnostic Analytics
- predictive Analytics
- prescriptive Analytics

also learned about the challeges faced in the organization with the solutions, with power BI in Action which gives visible insights and sales force forecasting also about the Architecture of the BI which tells us about the structure of the data Analytics mainly teaches about DWH that is data ware housing and data bases

- collect - integrate - store - Analyse - distribute and react with ETL tools.

## ACTIVITY LOG FOR THE THIRD WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Monday Day - 1 22-7-24 | Data to insights flow in power BI | learned about data and model view | S.V. Lavanya |
| tuesday Day - 2 23-7-24 | tables and merges | learned about the kinds in merge | S.V. Lavanya |
| wednesday Day - 3 24-7-24 | ETL tools in power query | utilize power BI data flows | S.V. Lavanya |
| thursday Day - 4 25-7-24 | data sources dash boards and insights | learned how these are used in BI | S.V. Lavanya |
| friday Day - 5 26-7-24 | data collection and data cleaning | learned about the process in DA | S.V. Lavanya |
| Saturday Day -6 27-7-24 | Reserched the additional inform-ation online | additional information about BI | S.V. Lavanya |

WEEKLY REPORT

WEEK – 3 (From Dt. 22-7-24 to Dt. 27-1-24)

Objective of the Activity Done: data insights and flow of power BI

Detailed Report: in the third week learned about the insights of data flow in power BI which viewed the model and data. Merges and tables in columns and rows with joint kind

- left outer (all from first, matching from second)
- right outer ( from first to second)
- full outer ( all rows from both)
- inner (only matching rows
- left Anti ( rows only in first)
- Right Anti ( rows only in second)

also learned about ETL tools in power query that is Extract transform load (ETL). which helps in extracting the data and tranforming also learned about the data view and the model view for data modelling to generate Reports and insights. also learned about the overhead. orderline in the process of Analysis in BI. researched about tableau as an ETL tool

## ACTIVITY LOG FOR THE FORTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Monday Day - 1 29/7/24 | data Analytics expressions (DAX) | learned about the expression and functions | Sri Lavanya |
| tuesday Day - 2 30/7/24 | filter functions in DAX | diffent filters in DAX | Sri Lavanya |
| Wednesday Day - 3 31/7/24 | Preperations for grand assesment test | Preperation for assesment test | Sri Lavanya |
| thursday Day - 4 1/8/24 | Preperation for grand assesment test | preperation for assesment test | Sri Lavanya |
| Friday Day - 5 2/8/24 | grand assesment test | gave the grand assesmet test | Sri Lavanya |
| Saturday Day -6 3/8/24 | discussion regarding project | discused about project | Sri Lavanya |

WEEKLY REPORT

WEEK – 4 (From Dt. 29/7/24 to Dt. 3/8/24)

Objective of the Activity Done:

Detailed Report: Data Analytics expression (DAX)

in the fourth week I learned about the concept of DAX (data Analysis expression and filters in DAX.

different dax functions:

- Aggregate function → isblank, isnumber, is text
- text function → min, max, Average, sum....
- data function → lower, upper Replace
- logical function → date, date Add, datadiff
- counting function → and, or, Not if
- information function → count, distinct count.

in the end of fourth week Revised all the topics that were taught from the first day of the internship programme which helped me to attend the grand assesment test. after prepaing for the assesment test we gave Assesment test on all the topics we learned.

Page No:

## ACTIVITY LOG FOR THE FIFTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Monday<br>Day - 1<br>5/08/24 | Selection of topic for Short term Internship | Selection topic for project | S. Lavanya |
| Tuesday<br>Day - 2<br>6/08/24 | Data Collection & Extraction from DATA Base. | Collected and Evaluation of Data Project | S. Lavanya |
| Wedesday<br>Day - 3<br>7/08/24 | Data cleaning for Visualisation | cleaning Data for project | S. Lavanya |
| Thursday<br>Day - 4<br>8/08/24 | Preparing Dash board. By using Visualization | Designing Dash - Board for project | S. Lavanya |
| friday<br>Day - 5<br>9/08/24 | Preparing Dash board By using data Visualisation | Designing Dash - Board for the Project. | S. Lavanya |
| Saturday<br>Day -6<br>10/08/24 | Designing report | preparing Report for the Entire project. | S. Lavanya |

WEEKLY REPORT

WEEK – 5 (From Dt..5|8|24... to Dt...10|8|24.)

Objective of the Activity Done:

Detailed Report:

Monday:- Of the fifth week Selection of topic for Short term " Human resources performance Analysis : insights & Merits" By using power BI.

Tuesday:- Data collecting & Extracting from Data Base identified and accused relavant data base . Executed Power Queries to Extract the requiried data.

Wedensday:- Data cleaning for visualigation addressed in accuracies and inconsistency in the data set. Handled missing Values and outliers . Reformetted data for compatability with visualisation tools.

Thursday:- preparing Dash board by using data Visualisation.

Friday:-

Preparing Dash boards of every team members

Saturday:-

Designing report Compiled Sections Including Project objectives , Methodology. finding and conclusion

## ACTIVITY LOG FOR THE SIXTH WEEK

| Day & Date | Brief description of the daily activity | Learning Outcome | Person In-Charge Signature |
|---|---|---|---|
| Monday<br>Day - 1<br>12/08/24 | Project Video Demonstration. | Recording the Project Video. | Sri Lavanya |
| Tuesday<br>Day - 2<br>13/08/24 | Creating Github Account | Creating account of team members in Git Hub | Sri Lavanya |
| Wedenesday<br>Day - 3<br>14/08/24 | Collaborating team Members preparing report Commencement | Assigning Work to Every team Members | Sri Lavanya |
| Thursday<br>Day - 4<br>15/08/24 | Assigning talk to team to Work. | Preparing report for the project | Sri Lavanya |
| friday<br>Day - 5<br>16/08/24 | preparing report | preparing report | Sri Lavanya |
| Saturday<br>Day -6<br>17/08/24 | finalizing the report | Submissionary of the project report. | Sri Lavanya |

WEEKLY REPORT

WEEK – 6 (From Dt. 12/08/24 to Dt. 17/08/24 )

Objective of the Activity Done:

Report Submission.

Detailed Report:

Monday:- of the Sixth week we have done project Video demonstration prepsented on over view of project. Scope.

Tuesday:- Creating Github account to all the team Members :- Established an New responsitoly for the project.

Wedenesday:- Collaborating with team members & preparing report.

Thursday:- aligning talk to team members Clearly defined tasks & responsibilities for each team member.

friday:-

Preparing report about project. Content, Context, charts & tabus.

Saturday:-

finalizing reports with all team members and the final report for Submission.

## CHAPTER 5: OUTCOMES DESCRIPTION

**Describe the work environment you have experienced** *(in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)*

Description of Work Environment:-

The internship is at Smart bridge has been a transformative Experience, Equipping me with practical Skills in Data Analystics and a deep understanding of the role of IBM Cognos Analytics in the Industry. The hands on Experience and exposure to real World projects has not only Sharpened my technical abilities but has also hand my communication Skills and project Management Skills. The Work Environment fostered a collaborative atmosphere. With clear tasks - roles, well defined protocols & Structured procedures. The facilities were Equipped with necessary tools for data analysis. Team members Exhibited Mutual Support & team Work, Contributing to a harmonious relationship. Overall, the Intern ship provided a comprehensive Experience in data Analytics within a well - Organised and Supportive Work Environment.

Describe the real time technical skills you have acquired (*in terms of the job-related skills and hands on experience*)

Description of the technical Skills Acquired:-

* Data Analysis:-
  Proficiency in Examining and Interpreting complex data Sets.
* Statistical Analysis:-
  understanding and applying Statistical Method to divine insights.
* DATA Visualisation:-
  Mastery in Creating Compelling Visualisation for Effective Communication of Data.
* Analytics tools proficiency:-
  proficiency with Web based tools like Ms Excel, power BI, google colab for analytics & visualisation.
* programming language:-
  Knowledge & Expertica in phython programming language.
* Visualisation Generation:-
  Skills in developing interactive Dashboards, comprehensive reports, narrative Stories in cognos analytics.
* problem Solving:-
  Developing solutions to challenges Encountered during data analysis.

**Describe the managerial skills you have acquired** (*in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.*

Description of the Managerial Skills Acquired:-

* project Management:-
  Co-ordinating tasks, Setting goals & Ensuring the timely completion of the data analytics project.

* Team Collaboration:-
  Working Efficiency in a group Setting, delegatin tools, tasks and fostering a collaborating Environment.

* Leadership Skills:-
  Taking initiative, guiding the team, & Making decisions to achieving project objectives.

* Time Management:-
  Prioritizing tasks, Mutting deadlines, and Efficiently alloting resources.

* problem Solving:-
  Addressing challenges collecting & finding Solutions through group discussions and collaborating.

* Adaptability:- Being flexible and adopting to changes in project Scope and requirements.

* feedback and improvement:-
  providing constructive feedback to team members and actively participating in continous improvement process.

**Describe how you could improve your communication skills** (*in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,*)

Description of the Communication Skills:-

* Technical Efficiency Communication:-
  Effectively Conveying complex data analytics concepts & findings.
* presentation Skills:-
  Creating & delivering Engaging presentations to Communications insights, dash boards, visualizations & projects.
* Written communications:-
  Crafting clear & concise reports, documentation and Emails related to data analytics process.
* conflict resolution:-
  Addressing & resolving Conflicts within the team to Maintain a positive & productive Environment Between team members.
* feedback delivery:-
  productiving Constructive feedback to peers mentors & trainers and recieving feedback, ∴ fostering a culture of continous improvement.

Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Reflecting on My Experience in data analytics at Smart bridge interns, I have identified Key areas for enhancing my abilities in group discussions, team participation and leadership.

To Improve my Contributions in group discussions I aim to activity listen to others, ask insights - full questions and Share my opinions, perspectives clearly and Effectively. As a team members, I plan to Strengthen Collaboration by proactively offering Support, leveraging my technical skills and Embracing different viewpoints of team members. lastly, to Enhance my leadership Capabilities I plan to focus on taking initiative, Creating a positive team Environment, and Effectively Co-ordinating team positives Through these measures, team committed to Continous growth and Excellence in My role Written the team