

Portfólio Pessoal IV

Coaching Team

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Learnings Report

which one?

Abstract—This report describes the challenges and new barriers that emerged during the activity and what I learned and improved from those experiences, having used my previous experience as a coach team member.

Index Terms—Manage, activity, improve, difficulties, work rate, tasks, experience, communication.

1 INTRODUCTION

do NOT use Contractions!

THIS semester, the coaching team activity wasn't something new to me, due the previous experience I had last semester, either way, this semester, this activity helped me in other ways, that resulted in different experiences, which were also accompanied by some minor problems that required also my attention. This report will explain what measures were taken, according the my previous experience in this environment, in order to overcome possible difficulties and what I gained from them.

[Document Structure]

2 DIFFICULTIES

This semester, like the previous one, was a bit hard keeping up the work rate, due to high amounts of weekly work I had to do in all the courses I was attending, specially during the projects deliveries, where I had to focus more in these projects. But thanks to the previous experience I believe I was able to manage my time a little better, although at some points later

on the semester, it was still difficult to keep up with some situations between students and their entity.

2.1 The help of the past experience

Luckily, this semester, the activities began in a smother way, given the past experience of delays in the beginning of activities, I, along with my coach team colleagues, urged our other colleagues to contact their entities ASAP (as soon as possible) and to consult regularly their emails, in order to avoid delays in communications, like the ones I had in the last semester, where I also were in the Coaching Team. Along with this measure I, along my colleagues, also decided to implement meetings, like had already been done last semester, in order to help with the exchange of ideas, from both parties, i.e., the students realizing the activity as well as the entity offering them. I believe that this previous warning and initiative helped, in overall, not only in the planning, at the beginning, but also to smooth the elapse of the activities, which ultimately benefits all the involved parties.

2.2 Activity 'Saber com Lógica'

Another important fact worth mentioning is that thanks to the last semester experience, where there were some communication problems between colleagues and their entity, relating their progress, in this semester I, along with

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(1.0) Excellent	LEARNINGS						DOCUMENT						
(0.8) Very Good	Context × 2	Skills × 1	Reflect × 4	Summ × .5	Concl × .5	SCORE	Struct × .25	Ortog × .25	Exec × 4	Form × .25	Titles × .5	File × .5	SCORE
(0.6) Good	1.0	1.0	0.9	0.6	0.9		0.8	0.8	1.0	1.0	0.8	1.0	
(0.4) Fair													
(0.2) Weak													

my colleagues decided to try and enhance this communication link between both parties, in order to help keep track of the progress made along the weeks of work, and I believe that helped a lot, not only the coach team, but also the students realizing the activity and also the entity, given that, by being in direct contact more often, the quality of the work being done was surely improved, mostly, in my opinion due to the fact that the entity gave more feedback towards the students approach. Also, the entity provider, Eng. João Silva, proved to be very important in terms of work coordination, as there were appointed meetings with all the students involved in this activity, due to some problems in understanding certain aspects required to be done and to give an overview of the situation, which has for sure, helped everybody in their tasks.

2.3 Other Activities

In overall, there were no problems with the students realizing this activity, except for some elements that changed activities or weren't accepted at first and had some minor difficulties in proceeding, which required me to try and help him surpass them. I also had to help one student to get the certificate with the right information, in order for his activity to be validated, which was a good exercise, for me to think what I would consider as good or bad information. Besides these minor facts, the rest of the students and their activities proceeded as expected.

3 EVALUATION OF REPORTS

Like the past semester, I had to review some colleague reports this semester, but instead of being something completely new, it was more of completing the experience that began last semester. This time, there were more attributes to evaluate, which made the task more challenging than the previous one and, again, turned out to be a good exercise on the judgment I would give to qualify content and mistakes that I have done in the past and may still do in the future.

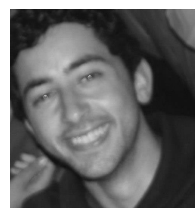
4 CONCLUSION

Finally, this semester brought some new experience that certainly helped me, having taken certain actions based on the last semester, I believe that I improved in terms of managing all sorts of situations that may appear and that the discomfort zone has become less a discomfort, which will certainly help in the future in leading with the real world pressure.

Some skills that were already practiced last semester and that will be very useful throughout my life, like being responsible for a team or a group of people and their tasks progression, were used again which benefits me in the long run, in practicing these skills. Again, the time management was an important aspect to deal during the semester, due to the projects and assignments I had in this semester, that required weekly work. Lastly, I had to enforce and use very important traits again, like autonomy, communication and work rate, traits that never hurt to reuse and that will surely benefit my growth as a person.

ACKNOWLEDGMENTS

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*Reading just the Conclusion
how can I perceive
the matters addressed?*