

Task 1

PROJECT PLAN BATCH 100 ABOUT PROFESSIONAL PRACTISE WORKSHOP

INTRODUCTION

The professional practice project plan will provide a definition of the project, including the objectives and objectives of the project.

The Project Plan defines the following:

- *Project purpose?

- *Roles and responsibilities

Background Information/Available Alternatives

The students in the batch are divided into three groups so that there are 6 or a maximum of 7 in each group. I am in group number 3. My group has 7 members. We have made arrangements to conduct a workshop as a project here.

GOAL AND OBJECTIVES

Project Goals and Objectives

- *The main goal here is to make our assignment a success. In addition, there are several other main goals. This workshop is conducted for students to acquire basic computer knowledge. Anyone involved in information technology must know the coding. Our other main purpose here is to give those students a basic idea of computer coding and to instill in them a liking for it.

- *Achieving all the objectives within the time given to us.

- *To study how teamwork works with team spirit in a group activity. It will be important to us later.

- *Identify our leadership strengths and areas that need to be improved

- *Provide knowledge and skills development on python

- *Finally give a few small activities related to the workshop and test the knowledge.

PROJECT ROLES AND RESPONSIBILITIES

ROLE = Team Coordinator

RESPONSIBILITY = *Leading the team

- *Give the team a specific goal and objective.

- *Review / approve some project elements

*Provide project supervision and guidance

PARTICIPANT = Insarf Inharm

With this member he has the ability to do computer coding very fluently. It was a great help to us. He also has the ability to respond quickly to any problem that may arise. These can be described as his interpersonal skills.

ROLE = Event manager

RESPONSIBILITY = *Manages projects in accordance with the project plan

- * Resolve issues of other members in addition to coordinator
- * To direct and guide team members towards project objectives assisting a coordinator
- *Giving their work to other members

PARTICIPANT = Layya Hameed

Speaking of which, he is a native Englishman by birth. He has a good command of the language. His speaking style makes a person want to be heard. These can be described as his interpersonal skills.

ROLE = Team participant

RESPONSIBILITY = * They need to be properly lectured.

- * The team must help other members, including the leader, to move towards the goal and objective
- * Identify risks and problems and support solutions
- * Providing knowledge and recommendations
- * Helps identify and remove project barriers

PARTICIPANT = Jashitha, Punethra , Supun Janith , Induwara , Avishka

The rest of the people mentioned here are **Jashitha** first. He's a creative person when it comes to his interpersonal skills. He created all the graphic designs for the presentation we present in our workshop. He is also able to keep the style of speech and the attention of others to himself.

Let us use **Ruvishan** for the next example. Consider his interpersonal skills. He was really shy and had a language problem but it was solved. He had a good sense of team spirit. He was very keen to achieve his team goal.

Talking about the other member **Supun**, he had the ability to create a presentation. He created our team presentation. His communication skills are very high and he has the quality of listening to others very well.

The other member is **Iduwara**. He is capable of problem solving and decision making in terms of his interpersonal skills. Because he is a more experienced member than the other members

Below I will briefly introduce what interpersonal skill is, Interpersonal skills are skills that we use on a daily basis when we communicate and interact with other people individually or in groups. This is especially true of communication skills such as listening and speaking effectively. They also have the ability to control emotions and manage emotions

CHALLENGERS AND PROBLEM

This is a very important part. We had to deal with some issues even before the project started. Here are some of the issues that arose during the workshop and how they were resolved below.

1. The problem we are talking about now is not just us, but other groups as well. Here we had originally planned to do our project in a classroom but unfortunately it was postponed indefinitely. This was the first major problem we faced.

Considering how it was solved, when we told the teacher in charge of the subject, she replied that the project could not be done in a classroom due to the current situation and that it should be done online. She gave us all the audience we needed, a date and time to do the project.

2. The other problem we had was that some of the team members had trouble speaking the English language. What we learned was that before the project, our team had prepared a pre-training session where the members shared their ideas about how to do their part and did the training. There the first focus was on the problem.

It was easy to solve because we were able to figure out the problem in advance. In fact, we used the 5 whys method to solve it. When we studied the problem in depth, it became clear that the students were not very interested in the English language. Here we had to teach the students in English from the beginning.

3. The problem to be mentioned now is something that happened while our workshop was running. Although this problem was solved, there were times when they failed. Due to the Covid threat, networking issues were sometimes encountered when implementing the project on the online. Internet access in each area was disrupted as each member connected online from one area to another.

Of course this could not be solved successfully. This problem is not our fault. This is due to the lack of signal on the internet.

4. Another problem we had was that on the day of the workshop one of our members was unable to attend due to his personal reasons. He said this a few hours before the start of the workshop.

Mentioned how it was solved, our team leader did the part of the absentee member. Of

course, he had special interpersonal skills as mentioned above, so we didn't have a problem with that. He performed that part properly, though without prior preparation.

PROJECT SCHEDULE

After giving us the dates to carry out our project, we created our workshop schedule as follows.

We had half an hour to conduct the workshop. There were 7 members in our team. The first lecture here was given by Insaf. There he started our event. He explained brief introduction to python. He noted the importance of this workshop as a milestone.

The lecture was then delivered by Layya. His job was to give a brief introduction to what was used for Python and he outlined the purpose of our team doing this workshop and what our goals are.

Our next member was Avishka. His part was to explain what can Python do and why we use Python. For good reason he was unable to attend the workshop that day. His part was done by team leader Insaf.

After Insaf, Iduwra presented his part. He and Supun were given a few small parts as his language was a bit difficult to handle. Related to Iduwra was the introduction of software that could use python codes. He successfully presented his part by giving 3 examples.

The next lecture was then delivered by Ruvishan. His job was to make a briefly explain how to install python ide on a computer. .As a milestone in this hope is to impart knowledge so that a student can download an Ide on his own. It also explains how to download visual studio which is another ide as contingencies

Next up was the presentation of the content of the workshop we were going to do which was presented by Supun. The content outlines the basics of python. For example, what is a variable, what is a class, what is a function? He gave a brief introduction to the contents

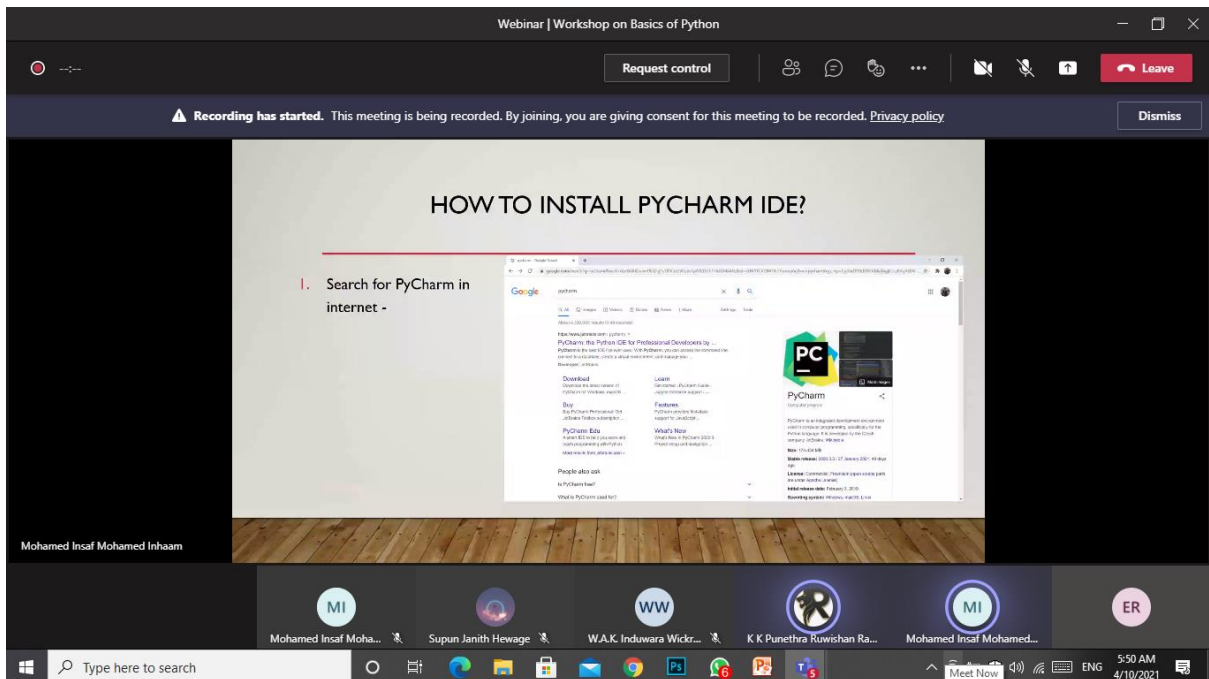
Next is the important part. It was presented by Insaf. He had to do some activities using examples. We chose him for that because he has a full understanding of coding. He simply explains parts that are difficult for others to understand. This is one of his interpersonal skills mentioned above

The final element is the opportunity to present the agglomeration. Here, too, it was left to our leader, insarf, to solve the problems. Here we were presented with one gallon. He solved it and dispelled the doubts of the person who caused the problem

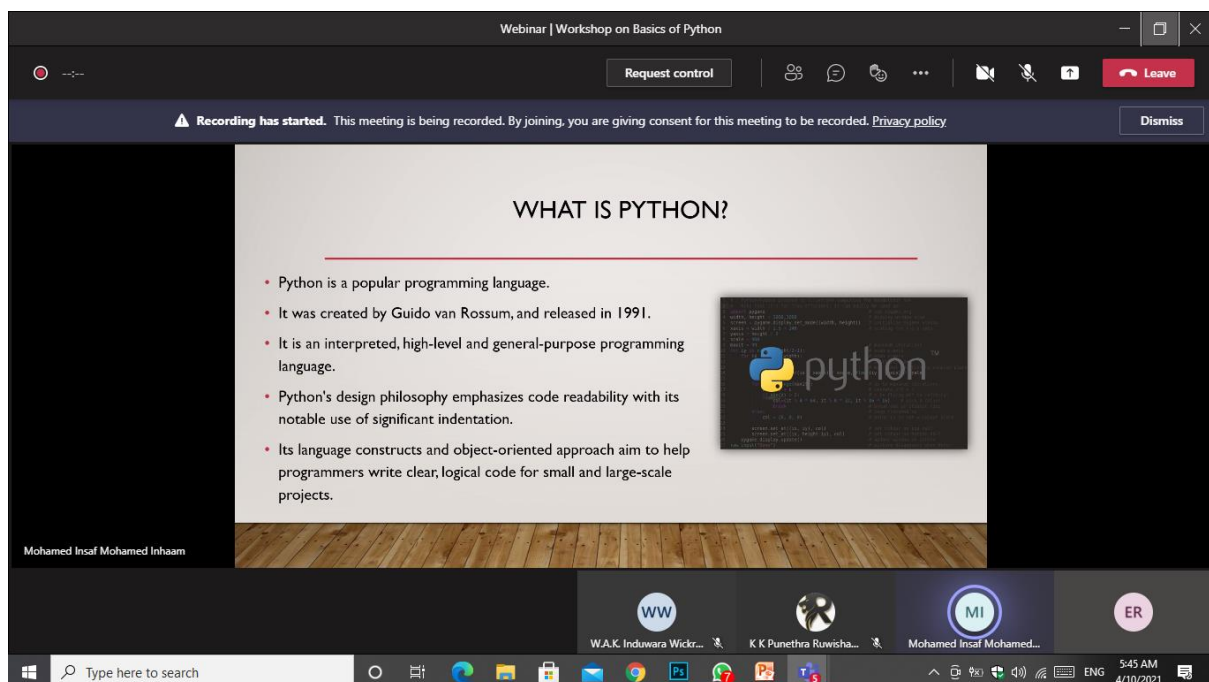
The final presentation was made by Jashitha. By him as mentioned earlier, the final conclusion was presented and the team members were introduced and thanked for the successful completion of the workshop. Our team presentation ended successfully

Batch 100 Professional Practice – 1stsemester
 Python Workshop
 Time 6pm to 6.30pm
 Date 10/04/2021

| Time | Presenter | Event | Milestone |
|-------------|------------------|---|--|
| 3 min | Insarf | Explain brief introduction about python | Importance of this workshop |
| 3 min | Layya | brief introduction to what was used for Python | the things that we can do from python |
| 3 min | Avishka | Explain what can Python do and why we use Python. | the reason that why we use python |
| 3 min | Iduwara | Introduction of software that could use python codes | what are the simple codes can we use |
| 3 min | Ruvishan | Briefly explain how to install python ide on a computer | Provide knowledge to install any coding software |
| 3 min | Supun | The content outlines the basics of python | ` |
| 10 min | Insarf | Do some activities using examples and solve troubles | Testing of acquired knowledge |
| 2 min | Jashitha | Explain conclusion and thank you speech | |



Below are some photos taken after the workshop started



Webinar | Workshop on Basics of Python

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TOPICS WE ARE GOING TO LEARN IN PYTHON PROGRAMMING

- Print
- If..Else statements
- Variables
- Operators

Mohamed Insaf Mohamed Inhaam

MI Supun Janith Hewage W.A.K. Induwara Wickr... K K Punethra Ruwisha... Mohamed Insaf Mohamed... Saturday, April 10, 2021

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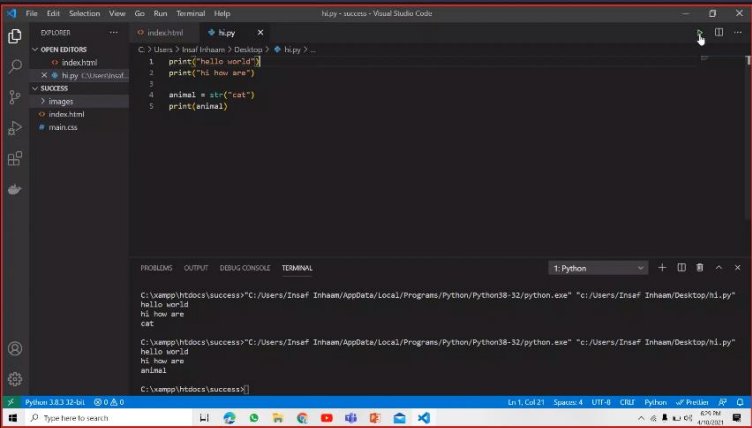
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```
1 print("hello world")
2 print("hi how are")
3
4 animal = str("cat")
5 print(animal)
```

PROBLEMS OUTPUT DEBUG CONSOLE TERMINAL

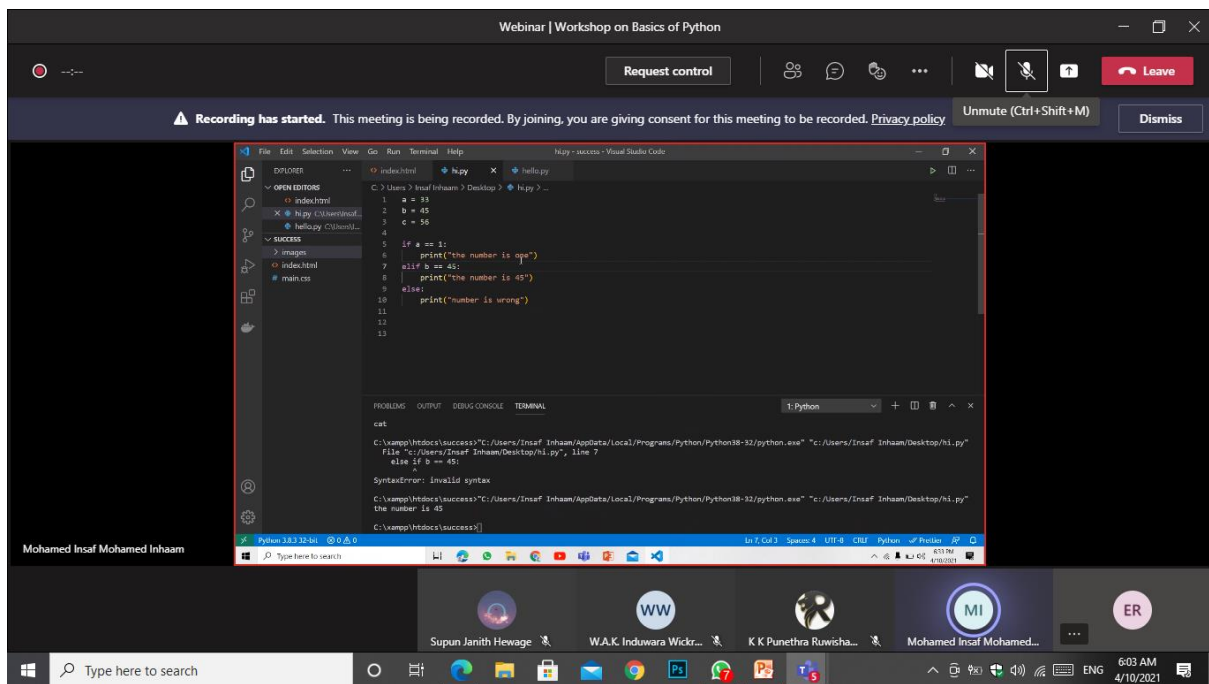
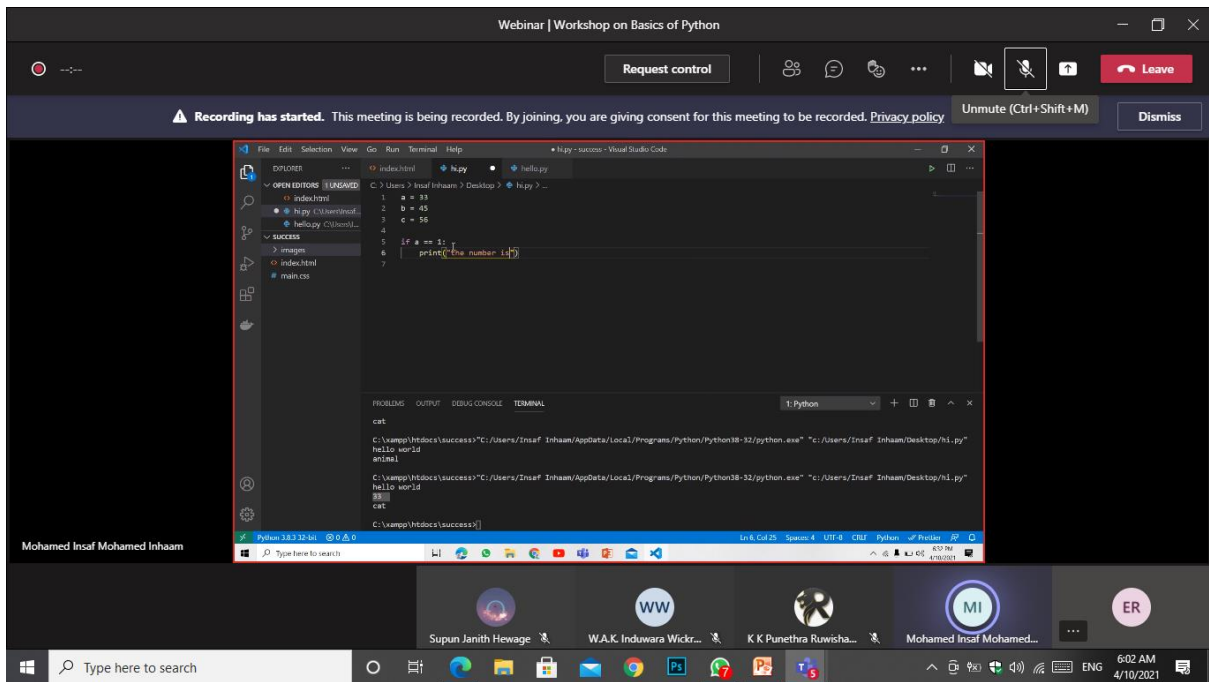
```
C:\xampp\htdocs>python C:\Users\Insaef Inhaam\AppData\Local\Programs\Python\Python38-32\python.exe "C:\Users\Insaef Inhaam\Desktop\h1.py"
hello world
hi how are
cat
C:\xampp\htdocs>python C:\Users\Insaef Inhaam\AppData\Local\Programs\Python\Python38-32\python.exe "C:\Users\Insaef Inhaam\Desktop\h1.py"
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hello world
hi how are
cat
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Mohamed Insaf Mohamed Inhaam

Supun Janith Hewage W.A.K. Induwara Wickr... K K Punethra Ruwisha... Mohamed Insaf Mohamed... Saturday, April 10, 2021

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Task 2

What is the problem? A problem can be defined as an obstacle to reaching a task or situation or opportunity. The difference between a situation that exists at all times and the inability to achieve what one expects can be simply defined as a problem. Thus problems are a common phenomenon in human life

The process of defining a problem is called problem solving; Determining the cause of the problem here. It can also be defined as identifying alternatives to a problem and implementing a solution. Let us we now discuss about the problem solving technics. One method is **7-step problem-solving technic**. The problem here is solved in order using the following 7 steps

1. Identify the Problem= Here the problem needs to be studied, that is, the nature of the problem, the potential impact of the problem, and how long it will take to resolve.
2. Analyze the Problem= Here is an analysis of the problem identified earlier
3. Describe the Problem= Here is the problem Makes a description. That is, about what kind of problem it is
4. Look for Root Causes.= Here we consider the root cause or causes of the problem
5. Develop Alternate Solutions.= Alternative solutions needed to solve the problem should be explored
6. Implement the Solution.= The alternatives and solutions needed to solve the above problem should be implemented here
7. Measure the Results.= The final step is to find out whether the implemented solutions have solved the problem or to get the final result.

Next problem solving technique is **4 step problem solving technic** The problem here is solved in order using the following 4 steps

1. Create an initial problem statement = In this case, when a problem arises, it should be recorded. Doing so will help solve the problem.
2. check you are solving the problem at the right level = Here we need to check if the problem is solved at the right level. For this we can use why-how laddering
3. Refine the problem definition = this step helps you to identify the real tension or contradiction you are trying to resolve

4.Scope the problem = In this step define what can and what can't be changed according to the condition of problem solution

What is the solution methodology? Problem-solving methods are processes that can analyze a situation or problem and execute solutions.

Here were some of the major issues we had to deal with. That is, some of our team members had language handling problems. This was a big problem as a team. Explain how this affected to our team. The majority of students who come to our institute are of English origin. Must have mastery of English language to communicate with them, Above we talked about some problem solving techniques. Now we will talk about data solving methods. There are four ways to solve this problem.

- 1.Brainstorming
- 2.SWOT Analysis
- 3.5 whys method
- 4.The drill down technique

1.Brainstorming

Brainstorming is a method used by design teams too generates ideas to solve clearly defined design problems. In the controlled and free thinking environment, groups get into trouble with questions such as' How Might we? They produce a large number of ideas and make Connections between them to find potential solution.

How to use brainstorming best?

Brainstorming is part of creative thinking. You use it at ideal stage. it is extremely popular with design teams because they can be spread in all directions. Teams have the freedom to use outside and outside thinking to find them most effective solutions to any design problem, even if they have rules and facilities to keep them in order.

Instead of exploring traditional methods and going through the barriers associated with them, they can take a large number of approaches by brainstorming.

When teams work in a non-judgmental environment to find the real dimensions of a problem, they are more likely to provide rough answers and then move on to possible solutions .Marketing CEO Alex Osborne, the brain inventing 'inventor', grasped the refined elements of creative problem solving in 1953 in his applied imagination. In brainstorming, we produce an arsenal of targeting a problem. By now only reaping our own ideas but also considering and building on colleagues, we cover the problem from every angle we can think.

"It is easier to tone down a wild idea than to think up a new one"

-Alex Osborne

There seems to be no brainstorming barriers, but everyone should follow 8 housing rules end act as someone facilitator.

1. Set a time limit

2. Begin with a target problem
3. Refrain from judgement
4. Encourage wired and wacky ideas
5. Aim of quantity
6. Build on other ideas
7. Stay visual
8. Allow one conversation at a time

Take care with brainstorming

Brain information is the utilization of coexistence -we direct our collective thinking to a variety of potential solutions. However having unlimited freedom is a challenge. As a group, internationals can be silent and out outsiders dominate.

Anyone who leads the session should 'police' the team to ensure a healthy, solution centric environment. A warming process can cure 'constipation' that irritates the brain.

Another risk is for the team to ray on the topic and provide solutions to other problems. Since we can use brainstorming in any part of our design process ,including areas relevant to the main scope of a project, it is essential that participants stick to the problem relevant to that part.

Similarly by having problems with the 'How might we? Questions, we remember that brainwashing is organic and unrestricted .Overall you and your team should be on the lookout for ways to solve the problem do not pursue a 'pure grill' solution that someone else had developed elsewhere. The idea is to refine 'ore' and then 'golden' solutions.

2.SWOT Method

SWOT Analysis

What is SWOT Analysis? SWOT is about strengths, weakness, opportunities and threats so SWOT analysis of your business. You can use SWOT analysis for the best benefit of your organization to get the most out of what you have received .Understanding your shortcomings and eliminating the dangers that you unknowingly catch can help you reduce your risk of failure. Better yet you can begin to develop a strategy that will distinguish you from your competitors so you can compete successfully in your market.

1) Strengths

Strengths are things that make your organization particularly good or things that can distinguish you from your competitors. Think about the advantages your organization has over other organizations. These can be the motivation of your staff, access to certain materials or a robust production process. Your strengths are an integral part of your organization so think about what caused it to 'tick'. What do you do better than anyone else? What are some unique or low cost resources that others can't? Identify and analyze your organization's unique sales proposal and add this to the strengths section.

2) Weaknesses

A SWOT Analysis is only valuable if it gathers all the information you need. Therefore, it is better to be realistic now, to face any unpleasant truths as soon as possible. Weaknesses such as strengths are inherent in your organization so focus on your people, resources, systems and procedures. Think about what you can improve and what practices you should avoid.

Think again how other people in your market see you. Do they see weaknesses that make you blind? Take the time to examine how and why your competitors do better for you. What are your shortcomings?

3) Opportunities

Chances are openings or opportunities for something positive to happen, but you will want to tell them to yourself. They usually arise from situations outside your organization and you need to be on the lookout for things that may happen in the future. They can emerge as developments in the marketplace where you work or the technology you use. Being able to identify and exploit opportunities can make a huge difference to your organisation's ability and take the lead in your market.

Think of good opportunities that you can immediately identify. They do not have to be game changers; even small advantages can increase the competitiveness of your organization. What are the interesting market trends that can have a large impact? You should also be on the lookout for changes in government policy in your area. Changes in social patterns, demographics and lifestyles can all provide interesting opportunities.

4) Threats

Threats include anything that adversely affects your business from the outside such as supply chain problems, changing market requirements or a lack of recruitment. It is very important to anticipate threats and take action before you fall victim to them and against your growth chambers.

Think about the obstacles you face in bringing your product to market and selling it. You will see that the quality standards or specifications for your products change and that you need to change those products if you want to stay ahead. Evolving technology is a perpetual threat as well as opportunity.

Always consider what your competitors are doing and whether you need to change the emphasis of your organization to overcome the challenge. But keep in mind that what they do is not the right thing to do for you and avoid copying them without knowing how it will improve your situation.

Be sure to explore whether your organization is particularly exposed to external challenges. Do you have bad credit or cash flow problems for example can you be the victim of even small changes in your market? Be careful as this is a kind of threat that can seriously damage your business.

3.5 whys

Whys 5 is a repetitive questioning technique used to explore underlying causes and relationship of a problem. The primary purpose of technology is to 'why'. Repeating the question to determine the root cause of defect or problem. Each answer is the next question. The 'five' in the name is derived from a numerical observation of the number of iterations required to solve the problem.

Not all problems have the same root cause. If one wants to uncover different causes, one should repeat the procedure by asking a series of different questions each time. This method does not provide strict and expeditious rules on what issues need to be explored or how long it takes to find additional root causes. Thus, even if the methodology is closely followed, the response still depends on the knowledge and integrity of the people involved. Here the word is heard 5 times to illustrate how to use this, do the following. Consider for example the delay in going to school. As mentioned above here are 5 questions to ask "why". Now the first request is why it is so late to go to school was. If several people are used for this purpose it is more successful to get different ideas. The answer to the above question should be recorded. In the second step, take one of the answers mentioned above and ask the question why again. Suppose the answer to the above question is not being able to wake up in the morning. Now ask again why it happens. After listening to this 5 times. We can come to a conclusion and take action to solve it. This is a 5 whys method.

4. The Drill down Technique

Drilling technique is an excellent problem solving method to get to the root of the problem. Often, the problem that causes the company grief is obvious, but this problem can only be effectively and effectively solved if the causes of the problem are determined. Drilling technology hopes to turn the main problem into its elements so that a solution can be found to this problem and the overall problem is solved.

You can roughly guess the name of this problem solving method. The term 'drill down' is often used in business to highlight any process that narrows something from large components into smaller pieces. That's what happens in problem-solving drill down technology. When you encounter a large and complex problem with significant potential, the best thing you can do is break it down into several parts until you solve it.

Executive this technique

To successfully use the drill drilling method, you must have a plan. You can choose to work with a pen on your computer or a piece of paper anything that suits your personal preferences.

To get started, write the problem you face in capital letters at the top of the page. Although complex in nature, try to summarize the problem in words or in a short sentence. This is your starting point and the rest of the drill process will take place from here.

Next, you are going to divide the problem into three big problems or five small problems. These points should not be reduced to the micro level yet, but they should be just one 'step' beyond the bigger problem. Once you've implemented those points, go to another level to highlight a list of new issues you need to address. This process will continue until you can no longer drill. Once you have reached what you consider to be the bottom part of your chart, you can finish and start looking for solutions between what you have created.

Drill down technology is well-suited to other problem-solving methods often used in business. Specifically, 5 Why Analysis fits this thinking in several ways. These methods do not require a shortcut to a solution, but it is not really a shortcut you are looking for - instead, you should look for a meaningful answer to a major problem that threatens your business. Get to the heart of the problem, and then you will fall for what has plagued your company.

Problem solving is a problem we just mentioned in the first question. Let us consider how to solve using a method. Let us consider the problem of language manipulation which is a major problem for this. Below I will show you how to solve that problem using 5 whys

1 step

Gather details of the problem and people who can get help to fix the problem. The problem we have here is that some of the students in the group have trouble manipulating the language. First they enjoyed the information about the problem. That is how those students got into such a situation. After that, our lecturer was selected as a person who could help to solve the problem. After that she guided us.

2 step

The problem that arises here should be defined. If there is a possibility, the problem should be actively monitored. And work out a common problem definition with other members of the team. We need to set a definition of the problem we have. For example, we have difficulty with the language of several members. As mentioned in the first step in formulating a definition, those students should look into the reason for this to happen. It should also include what actions can be taken to resolve it and how they are implemented.

3 Step

From here, things get trickier, and this is where the true meaning of life lies! We used 5 whys method. That is why it is used 5 times as why. Now let's use its first why. Ask other members of the team why the problem occurred and get their opinion. Only factual answers are required. If we look at the problem of speaking, if we ask why the above mentioned members are not able to handle the language, one person can say that the students are not fluent in English. Another was told that they had no prior preparation, so the comments of the members should be taken and recorded as such.

4 step

Should Four more times to ask why. **It needs to be done four more times to find out why.** In step 3, work in sequence with one answer generated and ask for four more whys complementary. Consider, for example, the idea expressed by the first member in step 3 of the problem. In it he mentioned that students with problems are weak for English subject. At this stage, members should be asked why the above incident happened and their opinion should be recorded. One of the members stated that the reason for this was that they had some

shortcomings in their knowledge of English.

5 step

Consider where to end Here the nature of the root cause i.e. the root cause has been revealed or will be revealed and if further beneficial results are not obtained then no further action is required. If you do not have confidence in the root cause of any problem, you should use a deeper problem solving method such as cause and effect analysis or root cause analysis.

6 step

Once this step is taken, one true root cause is identified and an action plan can be reached to prevent it.

7 step

Care should be taken to ensure that the underlying problem solves or minimizes the underlying problem. According to the example we took, to solve the problem, the two members who have the problem should be taught the language simply from the beginning. The reaction used here may need to be modified or modified. Restart the 5 whys process from scratch to ensure that the correct root cause is identified.

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The above information can be submitted as a plan as follows.

PROBLEM

Difficulty handling the ENGLISH language for several member

Why?

Because those students are not fluent in English

Why?

Because they have some shortcomings in English knowledge

Why?

Because important points in the language were missed

Why?

Relevant students do not do any study to practice English language

Why?

Those students are not interested in the subject of English

COUNTER MEASURE

It appears that these students are not interested in learning English. They should be explained from the simplest part of the English language.

Task 3

Here our team chose to hold a short seminar on python. My task here was to give the first lecture to the students. It was meant to introduce students to what python is and how to install python on a computer. Here I had a pre-preparation for that. Google scholar and YouTube helped me a lot. My **interpersonal skills** also helped me here.

Responsibility.

Motivation

Leadership

Active listening

Teamwork. These are some of skills

As for my role, I had to deal with a number of issues, of which I am not fluent in python. Since I did not know much about python, I had a problem with the first attempt and then I solved the problems I had using the **4 step problem solving method**. Another problem that came to my mind was how to install python language on a computer. It was also solved using the above mentioned methodology. I also did some self-training as a precaution. It was a great help to me when I was doing my job that day. Since the first lecture was given by me, it was also important to keep the students' attention there. Because if the students' attention changes at the first lecture, their attention may also change for the lectures to be given in the future. This was a big challenge for me. Somehow I overcame that challenge.

Then I will explain my role for the team to complete the training event.

* Creating goals with a team spirit of collaboration

A goal should be clearly set out before the workshop begins. Refer all team members to it as one

* Communicate openly and honestly

In every aspect of communication and creates an environment that encourages openness and honesty in every person. This will enable members to share ideas and talk about obstacles in their path.

* Acting responsibly about the team

Here I will also apply my experience gained from previous group activities to these group activities and thereby get closer to the goal

* Build strong relationships

Build a strong relationship with each member. Discussing this with them will enable you to find out their ideas. And they negotiate between them

What is team dynamic? Team dynamic is the way people in a group deal with each other is called team spirit. When the dynamic is positive, the team works well. When dynamics are weak, team effectiveness productivity decreases.

Previously i introduced what team dynamic is. Now I will explain the importance of team dynamic. This group dynamics will enable the team to analyze. It also enhances diversity among team members and improves project performance. Another specialty is that team dynamics help team members achieve goals outside of the team

Explaining the importance of a dynamic member makes him or her work harder to achieve his or her team goal. Such a person thinks only of his team. The goal can be easily reached if all team members act in this way.

Below is how the other members of the team, including myself, used team dynamics effectively

*Common purpose

The difference between an individual and a team is that a team has a common goal. An individual moves towards a single goal. When a group is formed, several individuals work towards a common goal. When a team works together, everyone should have a clear idea of what their goal is. That makes it easier to achieve the goal. Methods such as the 5way method can be used to solve problems on the way to the target.

*Confidence and openness

Must be able to share information and ideas with team members without fear of embarrassment. You just have to be more discriminating with the help you render toward other people. Any member should not be afraid to share their views.

*Willingness to correct the mistakes of others

This is an important aspect of a successful person and a successful team. Willingness to admit mistakes and to correct mistakes. Some people are not going to correct a mistake made by other members of their team. It also has the potential to cause his team to fail.

*Decision making as a compromise

Team decision making is also special. This is another opportunity to reflect on team dynamics. All team members must work together to make decisions. An individual in a team does not have the opportunity to make individual decisions. You have to be in a single

decision as a team to achieve the goal.

*Incorporate different opinions of team members

As a team, there are different people with different abilities. Here the talents of those people should also be used for the success of the team.

Task 4

Continuous Professional Development

Continuous Professional Development is the continuous process of developing, maintaining documenting your professional skills. These skills can be acquired formally, through a series of courses or training or informally by employment or by looking at others. Some professions formally use the term continuous professional development requiring certain development activities to be performed and documented each year in the same field. CPD is used more informally in other areas. However a commitment to learning and improving is generally expected from anyone with a professional ability.

Why is CPD important?

The importance of this is that it ensures that we continue to excel in the profession we do. CPD is, in fact, an ongoing process. This continues to work throughout a professional's career

What is the profession?

A career broadly speaking is a career field in which you need a professional qualification. Traditionally, the professions include law, Medicine, accounting, civil service and the like. many other professions have emerged, including human resources, marketing, sales and information technology all of which have been recognized as qualification.

The most important thing about CPD is that it is personal. Each person is expected to identify their own needs, organize their own training and learn for themselves.

1) Identify and plan

There are many of ways in which you can identify development needs. Once we have identified our key areas for development, we then need to plan our activities.

2) Learning activities

Development work can be either;

- ❖ Formal such as training courses or special qualifications. These are often if not always, provided by an external supplier and it comes at a cost. Your employer may have a limit on what they are willing to pay so you should consider options such as self-funding or cheap or free online resources.

- ❖ Informal learning including side learning, video training, Shadowing, counselling, training or subject reading. There is recognition that continuous professional development is essential as well as costly. Professionals especially In developing countries use the Internet to share teaching content for free or at very low cost.

3) Reflect on your learning.

Meditating on what you have learned is an important part of continuous career development. Learning not only comes from the activities you call 'development'. You will find that you learn at least from your everyday activities.

- ❖ Formal or informal but designated development activity, you should note the activity, what was useful or not useful too you and what you learned. In each case make sure you understand how it will change what you do in the future.

4) Apply your learning.

Training courses or watching videos are just the beginning. Then apply what you learn to your own work. this can be a somewhat confusing process, especially in the beginning.

- ❖ Unconscious incompetence -Not knowing what we do not know.
- ❖ Conscious incompetence-To know where we need to improve and see how others do it, but still can't do it ourselves with any skill.
- ❖ Conscious Competence - Being able to do something reasonably if we are focus.
- ❖ Unconscious incompetence - The ability to do something instinctively without focusing on something.

An important aspect of continuous professional development is being able to represent it especially if the membership of your professional organization depends on it.

What are the benefits of CPD?

- Increasing confidence in abilities.
- Increasing reliability.
- Ability to illustrate commitment to growth.
- Increasing the ability to reach career goals.
- Ability to deal with industry change by constantly updating the skills set.
- Opportunity to fill skills and knowledge gaps.

What are the disadvantages of CPD?

- The disadvantages of using CPD units for alternative policy centres are the training required to maintain demand requirements, conferences and registration licenses. The problem is that CPD costs money. It can be real costly-paying for a training course, buying a book, software or new equipment.

We have our day CDP in private life. Writing enables us to meet and plan for our long-term career goals, and this CDP helps us identify the skills and actions we need to achieve. .And the first step in realizing our dreams by writing a CDP It can also be referred to as a placement

CONTINUASLY DEVELOPMENT PLAN

| Our long-term goals | Roles | Performance objective & skills | Responsibility | Future Goal |
|--|--|---|--|--|
| #Our main goal is to successfully complete the assignment we have #The other purpose is to give newcomers to IT an idea of python, one of its first steps | Team Coordinator (Insaf Inham) | #Leadership skills #communication skills #Problem solving skills | #Leading the team to the goal. #Problem solving within the team. #Planning the workshop | #Success of a workshop #Completing his part correctly |
| | Event Manager (Layya Hameed) | #Leadership skills project #management skills #presentation skills | #Distribution of relevant work pieces to the members #Planning the workshop #Creating a workshop schedule | #Success of a workshop #Dividing the part as all are participate #Creating the time table using time management |
| | Team participant (avishaka,jashitha, supun,iduwara, ruvishan) | #presentation skills #Ability to handle language | #Achieving the goal of the team #Dealing with team spirit. | #Success of a workshop |

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