

Diwali Celebration Quiz

Situation (What was happening?)

My office was planning a **Diwali celebration**, and one of the activities was a **quiz competition**. The goal was to make it **fun, exciting, and open to everyone**. Since I had experience organizing small events in college, I **volunteered to plan and run the quiz**.

Task (What was my job?)

I had three main tasks:

1. **Plan and organize** a quiz that was fun for everyone.
2. Make sure the quiz was **easy to join**, even for people who didn't know much about Diwali.
3. **Finish everything in one week** before the event.

Action (What did I do?)

1. Planning the Quiz

I wanted the quiz to be both **fun and educational**, so I added different types of questions:

- **Diwali-related** (history, traditions, meaning).
- **General knowledge** (movies, music, pop culture).
- **Interactive rounds** (picture-based and rapid-fire questions).

I also made sure the **questions had different difficulty levels**, so **both beginners and experts** could enjoy.

2. Working as a Team

I formed a small team and gave each person a job:

- One person created **questions and answers**.
- Another set up the **microphone, projector, and slides**.
- A third person handled **registration and prizes**.

3. Inviting Everyone

I sent a **fun email** to all employees, telling them about the quiz and encouraging them to join. I made sure to say that **anyone could participate**, even if they didn't know much about Diwali.

4. Getting Ready

- I made a **slide deck** with all the questions.
- My team and I did a **practice run** to make sure everything would go smoothly.
- We arranged **small prizes** for the winners to make it more exciting.

5. Solving a Problem

On the event day, the **microphone stopped working** just before we started! Instead of panicking, I quickly found a **portable speaker** and used that to host the quiz.

Result (What happened in the end?)

- **Over 50 employees joined**, and everyone had fun.
- The mix of questions kept people **interested and excited**.
- The interactive rounds were a **big hit**.
- Even with the microphone issue, the event **ran smoothly** because I stayed calm and found a quick fix.
- Management praised the event, and employees said it was the **best part of the Diwali celebration**.

Leadership Skills I Showed

1. Taking Responsibility (Ownership)

- I took full charge of planning and running the quiz.
- I didn't wait for others to solve problems—I actively worked on every step.
- When the **microphone failed**, I didn't blame anyone; I **found a quick solution**.

2. Building Trust (Earning Trust)

- I kept my team and participants **well-informed**.
- I made sure the quiz was **fair and welcoming for everyone**.
- When problems came up, I stayed **calm and professional**, which made people trust me more.

Key Lessons

1. **Taking responsibility** helps things run smoothly.
2. **Being inclusive** makes events more fun and engaging.
3. **Quick thinking** and staying calm in tough situations can save the day.

This experience showed me that **leadership isn't just about big projects**—even small events like a quiz can teach **important skills like planning, teamwork, and problem-solving**.