ASSIGNEMNT BRIEF

Course No.:   30202191/Professional Practice

BTEC Course: Y/615/1620 /Professional Practice

For use with the following qualifications:

- HTU Technical Degree / B.Sc. Degree in Computer Science

- HNC, HND

Assignment Brief Number: 1

Version: 1

Student Name/ID Number/Section	
HTU Course Number and Title	30202191 /Professional Practice
BTEC course number and title	Y/615/1620/Professional Practice
Academic Year	Fall Semester 2021-22
Assignment Author	Pearson Assignment with few modifications
Course Tutor	Dr. Ghassan Abuyaghi
Assignment Title	Planning a Training Event and Continuous Professional Development (CPD)
Assignment Ref No	Assignment 1
Issue Date	11/23/2021
Formative Assessment dates	5-7/12/2021
Submission Date	29/1/2022
IV Name & Date	Dr. Nayef Abuageel / 24/11/2021

Submission Format
This assignment consists of four parts that must be completed and submitted according to the following guidelines (failing to follow these guidelines may result an 'unclassified' grade):   ***Project Guidelines***   1. A word file needs to be submitted as one report. Group work has also to be included in the report.   2. Soft-copy submissions are only allowed. You are required to upload your submission files to the university's eLearning system through (https://elearning.htu.edu.jo/) within the submission date and time stated above. **NO SUBMISSION by EMAIL and NO LATE SUBMISSIONS WILL BE ACCEPTED.** Failing to follow this guideline may result in an 'unclassified' grade.   3. If you commit any kind of plagiarism, HTU policies and regulations will be applied.   4. In-class assessment will be - one to one - online oral discussions between you and your instructor via Microsoft Teams.   5. The attendance of the oral assessment is mandatory in the date and time determined by your instructor within the period time stated above and be ready to open your camera from beginning of the assessment.   6. All tasks covered in the report will be evaluated through an oral assessment. Therefore, if you fail to answer any question in the oral assessment that covers specific criteria, you will fail the criteria - although coveredin the report.   7. You must sign the declaration form that is attached with this assignment.

Unit Learning Outcomes

LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience.

LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios.

LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments.

LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher-level learning.

Assignment Brief and Guidance

- You have been hired as a training officer at the Information Technology House Company. Working with your team you need to plan and implement a professional development event targeted at employees within Information Technology House.

- The training event is scheduled over a two-day period at a nearby center, and will include a number of workshops, coaching sessions and team-building activities. The center requires a schedule of the types of activities proposed so that plans can be finalized. In addition, any guest speakers or motivational coaches will also require a minimum of three weeks' notice for all bookings.

- You have also been asked to design and deliver a workshop as part of the training event based on the dynamics of team working.

- You are also required to take care of the following:
  - Venue reservation.
  - Transportation to and from the venue.
  - Coffee breaks, lunches, and dinners.
  - Setting the venue arrangements.
  - Badges and training material.
  - Booking local and international speakers and trainers and arranging for their transportation.
  - Getting the management approval
  - Budgeting
  - Schedule the time for the sessions

Part 1:

A. Working in groups:

1. Produce a professional schedule (using project management software) that identifies planning and resourcing prior to the two-day event.

2. Design a training pack to include a range of activities, seminars, workshops, team-building activities and breakout sessions.

B.Working individually:

3. Following the event, your training and development manager has asked you to provide some feedback. Produce a written evaluation of the effectiveness and application of interpersonal skills during the design and delivery process.

Part 2:

In the process of planning your professional development event, you faced delay in processing the visa for an important guest speaker and two of your trainers. Use several problem solving techniques to find solution to this problem.

A. Working in groups:

1. Produce a report discussing problem solving and its importance in planning and running an event. Your report should include a discussion of various problem-solving techniques and justify the solution methodologies used during your project.

B. Working individually:

2. You should also include in your report a critique of the application of critical reasoning and your experiences of it.

Part 3:

A. Working in groups:

1. Design a two-hour workshop session based on 'team dynamics' to include the following
   - A presentation
   - An activity sheet that will require delegates to take part in some form of team-building task.
   - Speaker notes

2. Include a detailed analysis of team dynamics, mentioning the roles group members played in the team and the effectiveness in terms of achieving the common goal.

B.Working individually:

3. Include a critical evaluation of your performance and your contribution to the team you worked in.

Part 4:

A. Working individually:

1. Discuss the importance of CPD and its contribution to own learning.

2. Consider your personal and/or career goals and identify your CPD needs and what actions would put you in a position to achieve these goals. Produce a development plan outlining your future goals and identifying how these can be realised.

3. Conduct some research into motivational theories and explain how they can be used to improve employee performance. Compare a number of theories and present your findings to your peers.

4. Explain the usage of CPD within organisations and evaluate a range of evidence criteria required to measure how effective this CPD is in helping employees achieve their goals while using their time and resources effectively

Submission Format

The submission is in the form of a completed individual portfolio folder, including the tasks set out in the Assignment Brief. This assignment involves group work but each student should submit an individual portfolio folder.

Part 1
- **Training schedule and training pack (group work):** a training schedule (using project management software) for the two-day event and a training pack to include a range of activities, seminars, workshops, team-building activities and breakout sessions.

- **An evaluation of interpersonal skills (individual work):** You are required to make use of headings, paragraphs, subsections and illustrations as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. The recommended word limit is 500–1,000 words, although you will not be penalised for exceeding the total word limit.

Part 2
- **Problem-solving report:** a report discussing problem-solving techniques. The recommended word limit is 500–1,000 words, although you will not be penalised for exceeding the total word limit.

  1. **Part I (group work):** discuss problem solving and its importance in planning and running an event. Discuss various problem-solving techniques and justify the solution methodologies used during your project.

  2. **Part II (individual work):** include in the report a critique of the application of critical reasoning and your experiences of it.

Part 3
- **Teamwork Presentation (group work):** ten-minute Microsoft® PowerPoint® style presentation with interactive links to suitable sites and an activity sheet. The presentation slides for the findings should be submitted with speaker notes. You are required to make effective use of headings, bullet points and subsections as appropriate. Your research should be referenced using the Harvard referencing system. The recommended word limit is 500 words, including **speaker notes**, although you will not be penalised for exceeding the total word limit.

- **Individual Evaluation of Performance (individual work):** A written evaluation of your performance in this task and your contribution to the team. In addition, mention the roles group

members played in the team and the effectiveness in terms of achieving the common goal.You are required to make use of headings, paragraphs, subsections and illustrations as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. The recommended word limit is 500–1,000 words, although you will not be penalised for exceeding the total word limit.

Part 4

- **Continuous Professional Development (CPD) and its contribution to own learning (individual work):**this would be in the form of a short essay of 300-500 words.

- **Individual Development Plan (individual work)**: The submission is in the form of an **I**ndividual **D**evelopment **P**lan (IDP). This should be written in a concise, formal business style using single spacing and font size 12. A template is provided.

- **Motivation Theories(group work):** the submission is in the form of a 5–7 minute Microsoft® PowerPoint® style presentation to be presented to your colleagues. The presentation can include links to data with additional speaker notes and a bibliography using the Harvard referencing system. The presentation slides for the findings should be submitted with **speaker notes.**

- **Continuing Professional Development (CPD) report (individual work):** The submission is in the form of an individual written report. This should be written in a concise, formal business style using single spacing and font size 12. You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research and referenced using the Harvard referencing system. Please also provide a bibliography using the Harvard referencing system. The recommended word limit is 1,000–1,500 words, although you will not be penalised for exceeding the total word limit.

Learning Outcomes and Assessment Criteria		
Pass	**Merit**	**Distinction**
LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience		
P1 Demonstrate, using different communication styles and formats, that you can effectively design and deliver a training event for a given target audience. **P2** Demonstrate that you have used effective time management skills in planning an event.	**M1** Design a professional schedule to support the planning of an event, to include contingencies and justifications of time allocated.	**D1** Evaluate the effectiveness and application of interpersonal skills during the design and delivery of a training event
LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios		
P3 Demonstrate the use of different problem-solving techniques in the design and delivery of an event. **P4** Demonstrate that critical reasoning has been applied to a given solution.	**M2** Research the use of different problem-solving techniques used in the design and delivery of an event. **M3** Justify the use and application of a range of solution methodologies.	**D2** Critique the process of applying critical reasoning to a given task/activity or event.
LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments		
P5 Discuss the importance of team dynamics in the success and/or failure of group work. **P6** Work within a team to achieve a defined goal.	**M4** Analyse team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals.	**D3** Provide a critical evaluation of your own role and contribution to a group scenario.
LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher level learning		
P7 Discuss the importance of CPD, and its contribution to own learning. **P8** Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals.	**M5** Compare and contrast different motivational theories and the impact they can have on performance within the workplace.	**D4** Evaluate a range of evidence criteria that is used as a measure for effective CPD.

STUDENT ASSESSMENT
SUBMISSION AND DECLARATION

When submitting evidence for assessment, each student must sign a declaration confirming that the work is their own.

Student name: **Student ID:**	**Assessors names:** Dr. Ghassan E. Abuyaghi
Issue date:	**Submission date:**	**Submitted on:**

Programme: Computing
HTU Course Name: Professional Practice **BTEC UNIT Title *:** Professional Practice **HTU Course Code:** 30202191**BTEC UNIT Code:**U3/Y/615/1620 **I AM REPEATING THISUNIT*:**   (YES)   (NO)

Plagiarism

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, may be penalized. It is your responsibility to ensure that you understand **correct referencing practices**. As a university level student, you are expected to use appropriate references throughout and keep carefully detailed notes of all your sources of materials for material you have used in your work, including any material downloaded from the Internet. Please consult the relevant unit lecturer or your course tutor if you need any further advice.

Student declaration

I certify that the assignment submission is entirely my own work and I fully understand the consequences of plagiarism. I understand that making a false declaration is a form of malpractice.

Student Signature: **Date:**