Professional Practice report 2022

Information Technology House Company

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Student ID: 20120103

TABLE OF CONTENTS

INTRODUCTION

We the ITH team are glad to introduce you to the tech native event which includes several seminars, workshops, and team-building activities that strengthen and enhance our company's employees' skills to keep pace with the latest technological advancements. We've provided this event with the best experts to add to the employees' new experiences, hence it's considered an investment in the company to grow it and manage its business successfully. Topics included in this event are Team dynamics, Motivation theories, Robotics, cloud computing, and brain fingerprinting. Tech native event will be held in Sheraton- Amman on the 1st and 2nd of February 2022.

PART ONE

Our plan
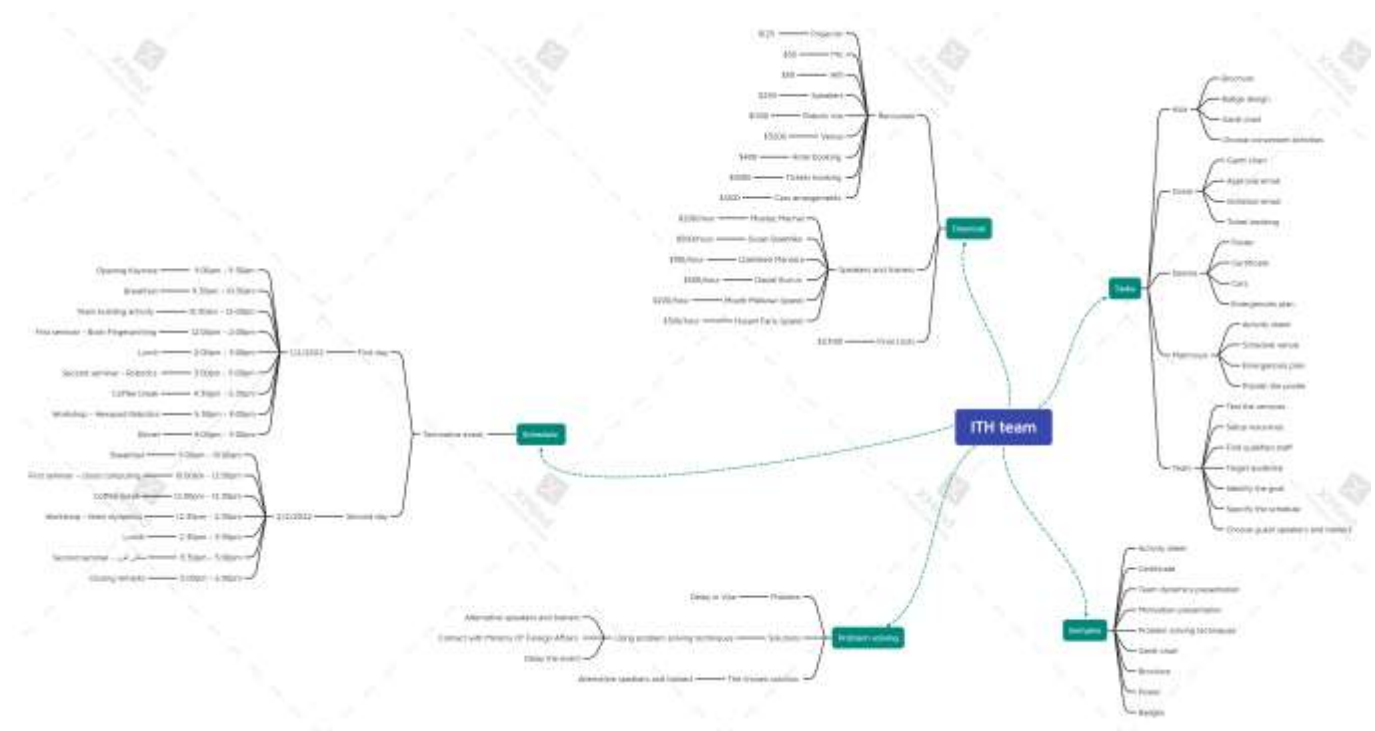
Event poster

- **We have local spare speakers available in case the international guest speakers don't come**.

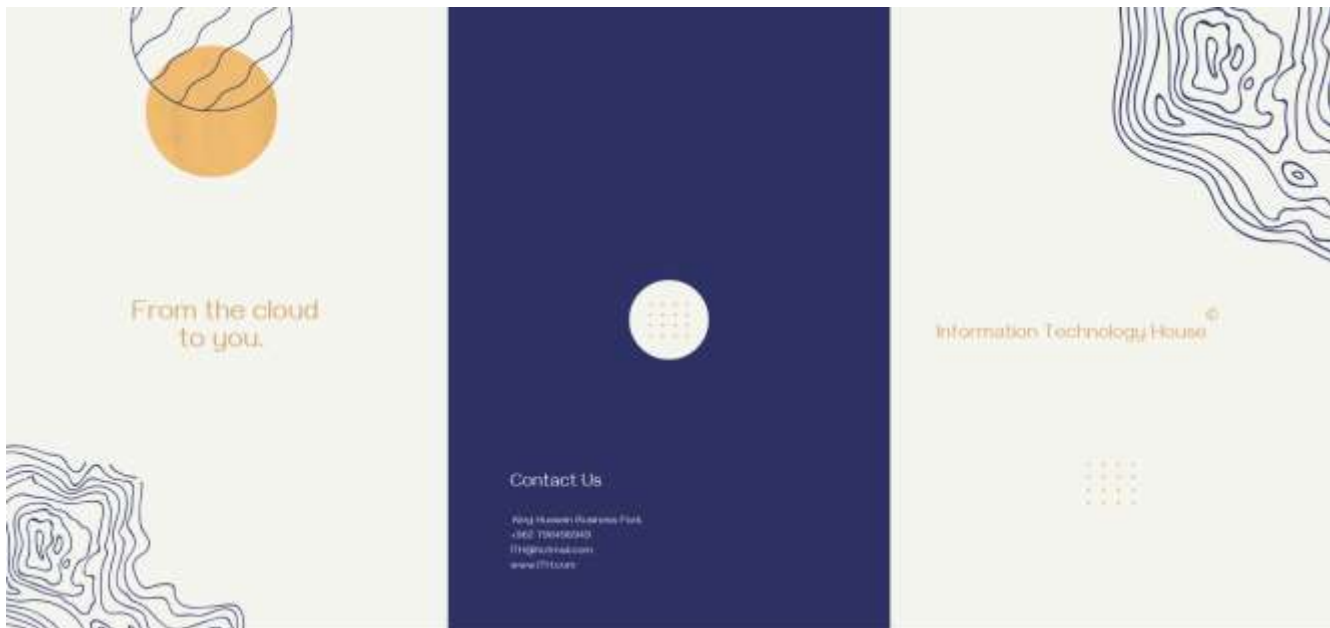
Eng. Moath Malkawi

(For Cloud Computing Seminar)

Prof. Hussam Faris

(for Brain Fingerprinting Seminar)

Event schedule

Day 2

9:00am - 10:00am	**Breakfast** 📍Dining Hall
10:00am - 12:00pm	**First seminar- cloud computing-** 📍 Auditorium 👤 Daniel Burrus
12:00pm - 12:30pm	Coffee break
12:30pm - 2:30pm	**Workshop- team dynamics-** 📍 Seminar room 👤 Daria Vodopianova
2:30pm - 3:30pm	**Lunch** 📍 Dining Hall
3:30pm - 5:00pm	**Second seminar -طاقتي أقوى-** 📍 Auditorium 👤 Moetaz Machal
5:00pm - 6:00pm	**Closing remarks** 📍Outdoor pool 👤 ITH team

INFORMATION TECHNOLOGY HOUSE

💡 Believing in our trainees' creativity, you have been chosen to be one of the creative participants of our event. We've brought you the latest technology developments to add value to you. We wish you abundant information here.

Day 1

9:00am - 9:30am	**Opening Keynote** 📍 Auditorium 👤 The company's CEO
9:30am - 10:30am	**Breakfast** 📍 Dining Hall
10:30am - 12:00pm	**Team building activity-trivia** 📍 Seminar room 👤 ITH team
12:00pm - 2:00pm	**First seminar- Brain Fingerprinting-** 📍 Auditorium 👤 Susan Boehnke
2:00pm - 3:00pm	**Lunch** 📍 Dining Hall
3:00pm - 5:00pm	**Second seminar- Robotics-** 📍 Auditorium 👤 Izzeldeen Manasra
5:00pm - 5:30pm	Coffee break
5:30pm - 8:00pm	**Workshop- Hexapod Robotics-** 📍 Seminar room 👤 Dennis Hong
8:00pm - 9:00pm	**Dinner** 📍 Outdoor pool

Certificate

CERTIFICATE OF PARTICIPATION

ATTENDEE'S NAME

Thank you for attending both days of Tech Native Event 2022

ITH

Information Technology House Company

February 2, 2022

ITH team

Badges

Approval Email

Dear sirs,
Referring to the assignment given to "The Event and Marketing Team" for Information Technology House to plan for a training event for our staff, kindly find below our summarized proposal in this regard.

Objective: trainees' skills enhancement and informative

Date: The event will be held for two days from 1/2/2022 to 2/2/2022

Time: First day's activities start at 9:00 a.m. and end at 9:00 p.m.
        and the second day's activities start at 9:00 a.m. and end at 6:00 p.m.

Activities: Team building activity (trivia), Brain fingerprinting seminar, Robotics seminar, and Hexapod robotics workshop - The first day
cloud computing," طاقتي أقوى " seminar, and team dynamics workshop - The second day

Location: Sheraton- Amman

No. Of Trainees: Twenty employees will be chosen to attend this event

No. Of Trainers: 4 guest speakers and 2 trainers

Logistics: Lunch and dinner will be served by the hotel during lunch and dinner times set on the brochure, and employee, speaker, and trainer transportation to and from the venue will be handled by the company's event planning team (ITH Team)
Estimated total budget (including 10% for contingencies): **USD 23,100 equivalent** to **JOD 16,400**

We kindly await your approval to enable us to commence the implementation process.

Sincerely,
Information Technology House Event and Marketing Team

Approval email Inbox ×

Asia Barghouthi   01:20 (22 hours ago) ☆
Dear sirs, Referring to the assignment given to " The Event and Marketing Team" for Information Technology House to plan for a training event for our staff. Kin

Ghassan Abuyaghi   10:14 (13 hours ago) ☆ ↩ ⋮
to me ▼

Good morning,

Thank you indeed for your email, Based on the below summarised proposal you have the approval to go forth

Best regards

Speaker invitations

INFORMATION TECHNOLOGY HOUSE COMPANY

Dear (name),

The Information technology house group is immensely pleased to invite you as a guest speaker at the Techno Nates Event to address our participants in the seminar on "topic". As you are one of the known speakers on (topic), your thoughts would surely enable our participants to gain knowledge from your experience and expertise.

The date for the seminar conducted by you will be on (date), the session will begin at (time) & held at Sheraton Amman Al Nabil Hotel. It has been a practice to arrange such lectures in this institute for (duration 30 min) followed by a question & answer 30 minutes.

Kindly communicate your acceptance at the earliest. This will enable us to prepare for a successful lecture. Your response will be highly appreciated in this regard.

ITH TEAM
ITH@HOTMAIL.COM
962798498949

Contingencies

We planned for emergencies that could happen in our event, to be able to solve them as quickly as possible, and that's the plan

Contingencies	Contingencies Plan
Security issue (encroacher, theft, etc.)	Throughout the event, security personnel will be present. CCTV cameras are installed in every room.
Happened a problem with one of our staff	A second plan in which everyone's workload is shared among the other team members.
Having problems with the sound	There will be a backup sound system available.
Injuries that happen suddenly	There will be a first aid team during the event.
Technical issues	Staff members who are technically qualified will be ready to quickly troubleshoot any technical issues.
One of the speakers doesn't arrive on time	One of our staff should keep the event going on until the speaker arrives

Gantt chart

		Name	Duration	Start	Finish	Predecessors	Resource Names
1		⊟prject Technative	36 days?	12/15/21 8:00 AM	2/2/22 5:00 PM		
2		⊟planning	8 days?	12/15/21 8:00 AM	12/24/21 5:00 PM		
3		find qualified staff	2 days?	12/15/21 8:00 AM	12/16/21 5:00 PM		Asia;Deema;Mahmoud;Qusai
4		target audience	2 days?	12/17/21 8:00 AM	12/20/21 5:00 PM	3	Asia;Deema;Mahmoud;Qusai
5		identify the goal	1 day?	12/21/21 8:00 AM	12/21/21 5:00 PM	4	Asia;Deema;Mahmoud;Qusai
6		choose convenient activities	3 days?	12/22/21 8:00 AM	12/24/21 5:00 PM	5	Asia
7		⊟Arrangements	25 days?	12/28/21 8:00 AM	1/31/22 5:00 PM	6	
8		Create invitations for guest speakers	1 day?	12/28/21 8:00 AM	12/28/21 5:00 PM	6	Qusai
9		create event schedule	2 days?	12/29/21 8:00 AM	12/30/21 5:00 PM	6;8	Asia;Deema;Mahmoud;Qusai
10		Schedule the venue	1 day?	12/31/21 8:00 AM	12/31/21 5:00 PM	9	Mahmoud
11		Set up resources (projector, Mic,WIFI, speakers, robots' kits)	3 days?	1/3/22 8:00 AM	1/5/22 5:00 PM	10	Asia;Deema;Mahmoud;Qusai
12		Cars arrangements 'from and to the hotel'	1 day?	1/6/22 8:00 AM	1/6/22 5:00 PM	11	Deema
13		approval email then send invitations to guset speakers	1 day?	1/7/22 8:00 AM	1/7/22 5:00 PM	12	Qusai
14		Design the activity sheet	3 days?	1/10/22 8:00 AM	1/12/22 5:00 PM	13	Mahmoud
15		Tickets booking	1 day?	1/13/22 8:00 AM	1/13/22 5:00 PM	14	Qusai
16		Hotel booking	1 day?	1/14/22 8:00 AM	1/14/22 5:00 PM	15	Asia;Qusai
17		Design the poster, brochure, certificate, and badges	3 days?	1/15/22 8:00 AM	1/19/22 5:00 PM	9;13	Asia;Deema
18		Set contengencies plan	1 day?	1/20/22 8:00 AM	1/20/22 5:00 PM	17	Deema;Mahmoud
19		Publish the poster	1 day?	1/21/22 8:00 AM	1/21/22 5:00 PM	17	Mahmoud
20		Test the services (continuously)	3 days?	1/27/22 8:00 AM	1/31/22 5:00 PM	19	Asia;Deema;Mahmoud;Qusai
21		⊟Event	1.875 days?	2/1/22 9:00 AM	2/2/22 5:00 PM	20	
22		First day	0.438 days?	2/1/22 9:00 AM	2/1/22 1:30 PM	20	
23		Second day	0.875 days?	2/2/22 9:00 AM	2/2/22 5:00 PM	22	
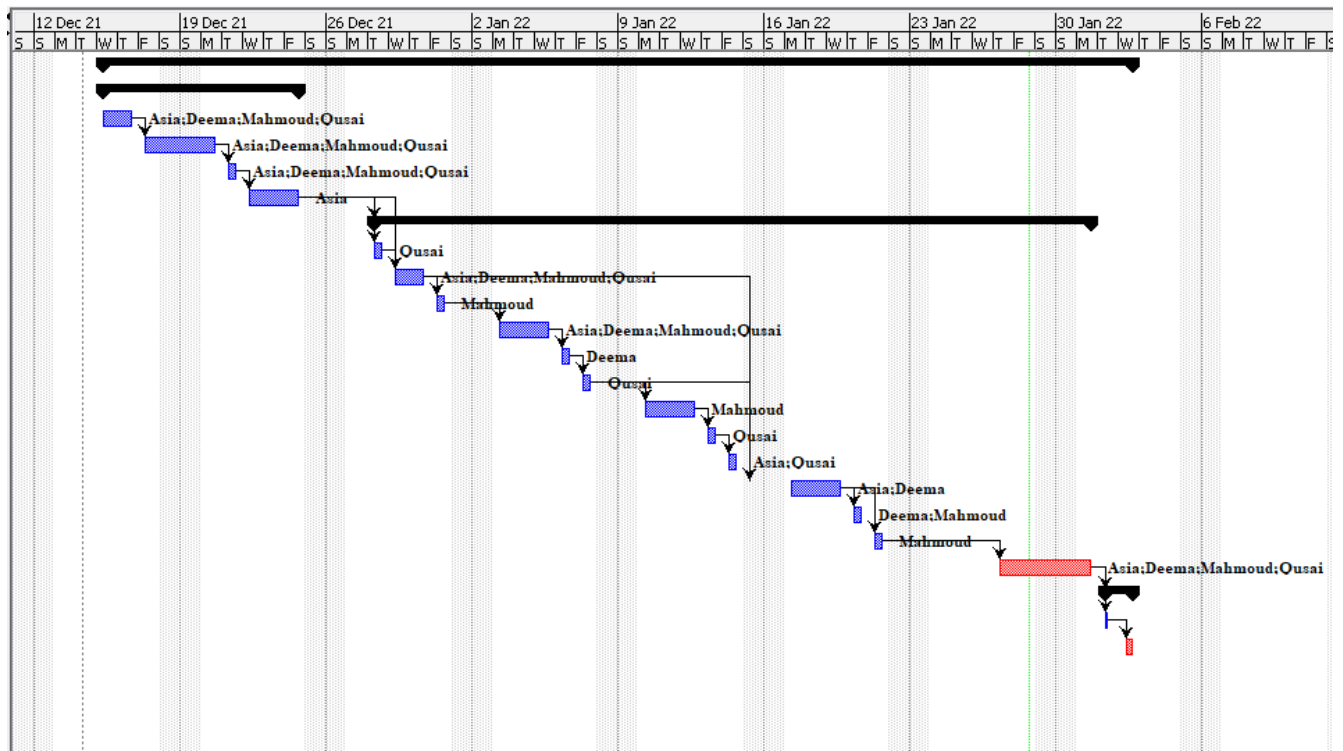
Budgeting

	ⓐ	Name	Type	Standard Rate
1	🌼	Asia	Work	$0.00/hour
2	🌼	Qusai	Work	$0.00/hour
3	🌼	Deema	Work	$0.00/hour
4	🌼	Mahmoud	Work	$0.00/hour
5		Projector	Material	$125.00
6		Mic	Material	$50.00
7		Speakers	Material	$250.00
8		WIFI	Material	$50.00
9		Robots' kits	Material	$1500.00
10	🌼	Moataz Machal	Work	$200.00/hour
11	🌼	Susan Boehnke	Work	$500.00/hour
12	🌼	Izzeldeen Manasra	Work	$200.00/hour
13	🌼	Daniel Burrus	Work	$500.00/hour
14		venue(Sheraton)	Material	$3200.00
15		Hotel booking	Material	$800.00
16		Tickets booking	Material	$10000.00
17		Cars arrangements	Material	$2400.00
18		Moath Malkawi(spare)	Work	$200.00/hour
19		Husam Faris (spare)	Work	$300.00/hour
20		backup sound system	Material	$300.00
21		First aid team	Material	$300.00
22		Dennis Hong (robotics workshop)	Work	$400.00/hour
23		daria vodopianova (team dynamics workshop)	Work	$300.00/hour
24		Izzeldeen Manasra (spare trainer)	Work	$200.00/hour
25		Areej Abu qudairi (spare trainer)	Work	$200.00/hour
26		Final costs	Material	$23100.00

Interpersonal skills

Interpersonal skills are the qualities you rely on when interacting with and communicating with others. It covers a variety of scenarios where communication and collaboration are essential.

These skills include the ability to communicate and build relationships with others. Often referred to as social skills, they tend to take into account both your innate personality traits and the way you have learned to deal with a particular social situation. Effective interpersonal skills can help with interviews and have a positive impact on career advancement.

examples of interpersonal skills:

Active listening, Teamwork, Responsibility, Dependability, Leadership, Motivation, Flexibility, Patience and Empathy

Interpersonal skills it's important such as Interviewers look for applicants who are good at working with others, so strong interpersonal skills can help during the interview. They also help you to understand other people and help you succeed in almost every job by adapting your approach to working together effectively. For example, software developers spend most of their time working independently on their code, but may need to work with other programmers to effectively bring their products to market.

This is especially true as more organizations implement collaborative agile frameworks to get the job done. Employers look for employees who excel in both technical tasks and good communication with colleagues.

Examples:

Active listening: Active listening means listening to others, gathering information, and connecting with the speaker. Active listeners avoid distracting behavior when talking to others. This can mean cleaning up and closing your laptop or mobile device while listening, and asking and answering questions when prompted.

Reliability: You can rely on people you can trust in every situation. This includes everything from being on time to keeping promises. Employer's value trusted employees and leave important tasks and obligations to them.

Empathy: The employee's emotional intelligence index shows how well they understand the needs and emotions of others. Employers can hire empathetic or compassionate employees to create a positive and highly functional workplace.

Leadership: Leadership is an important interpersonal skill with effective decision making. Effective leaders make decisions with many other interpersonal skills, such as empathy and patience. Leadership

skills can be used by individual contributors as well as managers. In every position, employers value those who are responsible for achieving their common goals.

Teamwork: The ability to work as a team is extremely valuable in any workplace. Teamwork includes many other interpersonal skills such as communication, active listening, flexibility and responsibility. People who are good team players are often given important jobs at work and can be considered good candidates for promotion.

During the design and delivery process, I applied many interpersonal skills and I noticed this on the team as well. There was strong communication and understanding to a great extent, tasks were divided and teamwork was implemented at the same time, and this inspired me and made me have bigger goals to achieve in the company and my personal life, There was no conflict during this process, it became me more effective and I am motivated to come up with better ideas.

PART TWO

Problem-solving is a skill that a person possesses when he finds effective solutions to various problems he faces in work or private life, and he limits the problem and minimizes damages as much as possible. When it comes to problem-solving and its importance in planning and managing events, certain steps should be followed, which are;

- Identify the problem.
- Define the problem.
- Form a strategy.
- Organize the information.
- Allocate resources.
- Track progress.
- Evaluate the results.

Every project might face several difficulties or problems that can affect its progression negatively. Therefore, problem-solving techniques are critical in projects' planning because it ensures that all risks are managed instantly which leads to avoiding all negative impacts on the project. In addition, while problem-solving techniques are implemented, problem solvers will acquire experiences that enable them to avoid making the same mistake again and help them solve new problems.

The tentative event, which is organized by the ITH company is a golden opportunity to keep up with modern technology and pay attention to its latest developments. Therefore, the guest speakers and trainers who are participating in the event must be experts and skilled to benefit as many members of the workforce as possible. At this moment, one of our guest speakers and two trainers are facing a delay in their visa and they might not come to the event.

As an ITH team, we've been tasked with analyzing and solving this problem. To do that, we've used multiple problem-solving techniques, as shown below:

RCA

Root Cause Analysis (RCA): is a technique that concerns analyzing the main reasons that lead to a problem. RCA technique uses many problem-solving methods to identify the real causes of the non-conformance, defect, or failure. First, we noticed that the reasons for delaying the visa for the guest speaker and the two trainers were different, to analyze these root causes, we used the **5 Whys** technique as shown below:

The problem: we faced delay in processing the visa for an important guest

Why?
he submitted his visa to the embassy late

Why?
his visa's papers weren't enough

Why?
vaccine certificate wasn't ready

Why?
he didn't take the vaccine's shot 2

Why?
the time between shot 1 and shot 2 didn't finish yet

the solution: we as ITH company agreed with all international speakers that there will be additional alternatives in case they are not able to come at all

The problem: we faced delay in processing the visa for two of our trainers

Why?
The embassy couldn't give them their visa in the specified time

Why?
The embassy was late Visa's issuance to all citizens of the country

Why?
The embassy was closed one day in January

Why?
There was an official holiday to the embassy

Why?
It was Martin Luther King Day

the solution: we as ITH company agreed with all trainers that there will be additional alternatives in case they are not able to come at all

Mind mapping:

Mind mapping is a problem-solving technique, it is a graphical representation of thoughts and concepts. It is a visual thinking tool that assists in information organization, enabling us to better evaluate, recall, and produce new ideas. We used a mind map to organize our problem's fundamental causes and direct solutions, as shown below:

Brainstorming

This problem-solving technique is concerned with having a group of people collectively and creatively think of ways to solve a particular problem. As an ITH team, we sat together in a quiet room and started brainstorming ideas together to find a solution to the visa delay.
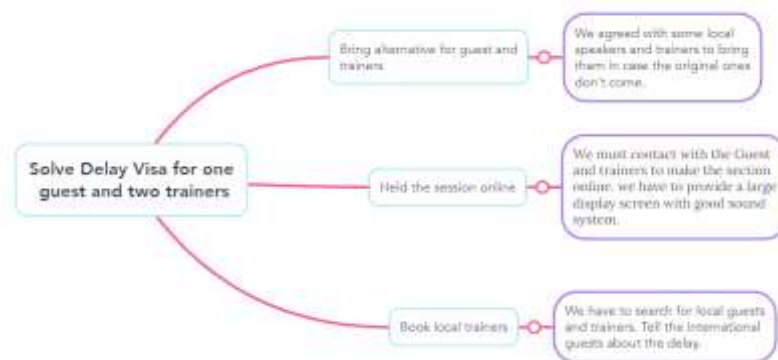
GROW

The GROW Model is a coaching paradigm for releasing potential and possibilities in conversations, meetings, and everyday leadership. Sir John Whitmore, one of our co-founders, and his colleagues founded GROW in the late 1980s. It has subsequently become the most widely used problem-solving, goal setting, and performance-improvement coaching paradigm in the world.

- **Goal, Reality, Options, Will:**

Goal: What do you want? we want to solve the Visa refused for international speakers and trainers.

Reality: Where are you now? So far, we have done nothing but try to think of an alternative or another way to get this Visa, but there is no actual implementation of any solutions.

Options: What could you do? We can negotiate with the embassy of this country to obtain a Visa again, search for another speaker or trainer from a country that doesn't need a Visa, or search for a local speaker or trainer.

Will: What will you do? We found the best way to bypass this problem is to find a local speaker or trainer to replace the person who couldn't attend, and this is what we will do.

Critical reasoning

The main problem we faced is that a guest speaker and two of our trainers faced a delay in their visa. We tried to find the most applicable and valid solutions to this problem by applying a series of critical reasoning and problem-solving techniques. We followed the deductive critical reasoning process to build a logical argument to get results. An explanation to us following the deductive critical reasoning to solve our problem is shown below:

1. Clarify the issue, making certain that everyone understands what's at stake.
    We determined that we are facing a delay problem in our guest speaker and trainers visa and we realized we were putting ourselves in jeopardy by postponing the event and incurring some losses.

2. Create a hypothesis for a possible cause of the problem.
    We searched a lot about the data related to delaying the visa and we found that there might be verification of documentation and data, unexpected inadmissibility, improper paperwork, etc… we build our own hypothesis, that there might be required documents are missing from the guest speaker or the trainers which led to delay their visas.

3. Implementing a solution that solve the problem
    So we created a solution that we agreed with local alternatives speakers to present the seminars and workshops in case the original speakers and trainers didn't come.

Critique of the application of critical reasoning

My contributions in critical thinking to resolve problems are to think reasonably when expressing and proposing opinions that are constructive and may help resolve the trouble. I expressed my opinion in front of the team with logical and valuable information and data that helped me solve the problem at hand, and put some ideas on the list of options and we choose the perfect choice for us, and critical thinking has some negatives in my opinion, but it is important in general and has positives as well, but its negatives are that critical thinking can lead to the decline of our thoughts and plans and not to move forward and create an incentive to create and strengthen ideas, but the advantages it's to look at our ideas in another way that will make us avoid mistakes and study all aspects.

PART THREE

Team dynamics speaker notes:

Qusai:

Definition: Team dynamics is a term used to describe the behavioral relationships between the members of a group. It assesses how well the representatives can interact with each other or how effectively they're able to share their ideas, and if they're able to cooperate with one another. Healthy team dynamics is vital to the success of any company.

Benefits of positive team dynamics at the team level:

- Greater collaboration
- Faster decision making
- Greater commitment

Benefits of positive team dynamics at the organization level:

- Company reputation
- The profitability of an organization
- Company efficiency

Factors that contribute to positive team dynamics:

- Effective leadership
- Shared purpose
- Open & frequent communication
- Clearly defined roles

Factors that contribute to negative team dynamics:

- Weak leadership
- Lack of trust between team members
- Lack of defined goals
- Lack of proper training
- Teammates' strengths and weaknesses aren't taken into consideration

Mahmoud:

To improve teamwork and help companies become more efficient, researcher Bruce Wayne Tuckman published "Tuckman's Stages". It talked about the four stages of development all teams move through over time: forming, storming, norming, and performing.

Stages of team development

- **Forming** (This stage is concerned with the first meeting between team members. Also, it's an opportunity for the team members to show their skills & background. They're also will be given the project details in order to know their responsibilities.)

- **Storming** (Teams enter this stage where different ideas are competing with each other. The difference in ideas may cause a conflict between team members, and here comes the role of team leader to try to reconcile opinions.)

- **Norming** (At this stage, the team is in the highest level of harmony, where there is no competition in opinions anymore. In addition, all team members take responsibilities to achieve their main goal. The team leader role will be supervisory and allows members to make decisions.)

- **Performing** (At this stage, team members will be qualified enough to make decisions without the leader's supervision. The difference in opinion is possible as long as it is within the acceptable framework of the team)

- **Adjourning** (This stage is the last stage of teams' development in which the work is completed, and the roles are terminated. Team members will debrief on what went well and what can be improved in future projects.)

Asia & Deema:

Team roles

- **Action-oriented roles**

  1. Shaper (This role encourages the team to improve. He tends to have the courage to push on when others feel like quitting)
  2. Implementer (Implementers are the people who get things done. They need to plan a workable strategy and carry it out as efficiently as possible.)
  3. Completer finisher (Completer finishers are most effectively at the end of project. They polish, scrutinize the work for errors, and subject it to the highest standards of quality.)

- **People-oriented roles**

  1. Team worker (Team worker is the one who makes sure that team members are working together effectively.)
  2. Coordinator (Need to focus on the team's objectives, draw out team members and delegate work appropriately.)
  3. Resource investigator (Uses their inquisitive nature to find ideas to bring back to the team.)

- **Thought-oriented roles**

    1. Plant (The Plant is the creative innovator who comes up with new ideas and approaches. They thrive on praise, but criticism is especially hard for them to deal with.)
    2. Monitor evaluator (Provides a logical eye, making impartial judgements where required and weighs up the team's options in a dispassionate way.)
    3. Specialist (Brings in-depth knowledge of a key area to the team.)

Activity sheet

INFORMATION TECHNOLOGY HOUSE

Name

First Name   Last Name

Read each statement carefully, then rate it on a scale of 1–5, shade the circle for your answer.

I work hard to help my team

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

Low ○ ○ ○ ○ ○ High

I have a positive outlook in difficult times

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

I have good skills and I can share them with my team

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

I analyze the problem from all sides

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

I have good computer skills

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

I take precautions for any emergency

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

I am a responsible and dependable person

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

I allow others to lead and make decisions

1   2   3   4   5

Low ○ ○ ○ ○ ○ High

Collect your points, your total mark is

Listen to your facilitator to know your teamwork skills analysis based on your group.

Team roles

Shaper: a shaper is the kind of person who ensures that the team meets the deadlines and generally drives the team forward. He is known to be dynamic and competitive and the one who looks for various ways to overcome obstacles.

Implementer: an implementer is the kind of person who gets things done. He is known to be task-oriented, disciplined, and conservative by nature, hence he is the one who turns ideas into actions.

Completer Finisher: a completer-finisher is the person who makes sure that the team completes its projects and subjects them to the highest possible standards. They are known to pay attention to the smallest detail to reach perfection.

Team worker: a team worker is helpful and keen to make sure the team is working effectively together. He is known to be the most sensitive and diplomatic of the other roles. He tries to avoid conflicts and prioritizes team cohesion over everything.

Co-Ordinator: a coordinator is the one who assumes the team leader role and takes the responsibility to manage and guide the team. He is known to be the one who encourages the team to move forward. He is confident, calm, and knows each member's value and how to assist them.

Resource investigator: a resource investigator is the kind of person who seeks to nurture relationships and negotiate for the team. He is known to be curious by nature and always finds different ways to work. He leads team members to respect him and his ideas.

Plant: a plant is a person who solves problems in unconventional ways. He is the creative innovator among other roles. He is also known as a poor communicator and prefers to work alone due to his unconventional ways of thinking.

Monitor-evaluator: a monitor-evaluator is the one who tests the ideas of his other teammates. He can weigh up the pros and cons of decisions practically and can be unemotional since he focuses on events and not investigating them. He is known to be a poor motivator and practical.

Specialist: a specialist is a high-level expert that adds his expertise to the team in a particular field. His job is to provide technical support to his team. He is known to be proud of himself and strives to maintain his professionalism.

Mahmoud: In our team, Mahmoud was the **implementer & monitor evaluator** since he was disciplined in all circumstances, he also was the most who contributed to getting things done. He was a practical, helpful, and peaceful member that avoided conflicts and prioritized the team's projects over any situation.

Asia: In our team, Asia was the **completer-finisher & monitor-evaluator** since she was neural and cooperative with other team members. She was the leader of the team and she made sure that all decisions taken are in the interest of the team even if they were opposed to her ideas. She also was paying her attention to the smallest details to reach the highest standards.

Deema: In our team, Deema was the **resource investigator & plant** since she was the best designer in the team and was creative in making all decisions. Therefore, she preferred to work alone to concentrate better. She was initially in implementing all tasks. She was also the one to depend on to find the appropriate resources.

Qusai: In our team, Qusai was the **shaper & coordinator** since he has always been the one who ensured that the team meets the deadlines. He also encouraged the team members to do their best and move forward. He was always active and coordinated with team members to reach our desired goal.

Individual Evaluation of Performance

I think it worked for my team. I checked them and confirmed that they arrived

It's a good time for a meeting, but I'll never be late. Yazid wrote the whole article, but I

I didn't contribute to the writing and Wraith gave us instructions, but also collected the files

Putting them together to bring comfort to the team, I volunteered for PowerPoint

Design I made suggestions and modifications without hurting or hurting others. If someone asks a difficult question, I help them understand it. I am supportive

Having learned so much about them, communicating with them has become easier and more enjoyable. According to my test result, I got Monitor evaluator: I think it works for me. I enjoy collecting

data and evidence and looking at the advantages and disadvantages of this matter. We were

proposing many options and I suggested to them the advantages and disadvantages of this option,

for example, and I try to convince them that it is better, but there is a weak point, which is weak

leadership, I also played in an important role which is the team worker, I was helping my team

members and trying to avoid conflict between us so that there wouldn`t be any problem and that.

PART FOUR

Continuous Professional Development (CPD) and its contribution to own learning

Continued Professional Development, or CPD for short, essentially guarantees that I will remain familiar and competent in my profession, while at the same time equipping me with the basic skills that will help me advance my career. A term used to describe supplementary learning performed by professionals working to attach. In addition, CPD makes learning conscious and proactive in order to improve personal skills for application in the workplace.

By continuing professional development, you can learn, develop and stay up to date with your skills and knowledge. To do this, you need the following:

1. Catch up with the standards of others in the same field
 Individual professional self-improvement can be by a variety of factors, but not all within the profession are improved to the same extent. By investing in CPD, professionals can keep up with others in the same profession who perform CPD.

2. Maintaining and improving knowledge and skills to provide professional services
By investing in CPD, you can ensure that your skills and knowledge are in the best position to provide professional services. This benefits customers and our community.
3. Stay up to date with changing trends

With CPD, you can keep your knowledge in order and up-to-date. Trends are constantly changing, and if you can't keep up with the pace of change, your current knowledge and skills will become obsolete.

4. Become more efficient in the workplace
Enhanced knowledge created through CPD will help you become more effective in the workplace. This helps increase career advancement opportunities that can guide, manage and guide others.

5. Stay concerned in your career
By CPD you will be interested in your work and will continue to engage. Focused CPD allows you to embrace new areas of knowledge and abilities. The more interested you are, the more

focused and efficient you are. The Royal Charter Institute (CMI) expects all members to keep records of CPD and inspect samples. Charter status may be revoked if a member cannot be proven to participate in CPD.

Career Development Plan

I.   What Is Your Definition of Success?

I shall consider I am successful when I achieve my goals and be very happy for this and look forward to more.

II.   Identify your values
- Choose three values and explain why they are important to you.

Value	Why it is important to me
1. Positivity	I think the positivity it's all what I need to success and achieve my goals
2. Family	I believe the family is every thing in my life and it's very important to me
3. Honesty	In my opinion honesty it must be in every person I want to know and deal with him, it's very important to me and on this basis my relationships are based

III.   My Goals
- Describe your intermediate-term goals (2-5 years).

	Personal Goals	Action Steps	Resources	Deadline
1.	Writing a novel that reflects the suffering of the Arab countries in wars	Summarizing the high amount of humanitarian issues and embodying them in the form of a novel through characters, and working on the emotional and human side to make the world feel what some Arab countries live	I want some people who want to tell me their story to quote it verbally and emotionally in the novel, some good translators to translate the novel into most languages of the world, and to help publish and	Within a year from now

			distribute it in the world	
2.	Writing a book on the development of technology and its exposure to organized piracy	By looking more on the subject and ways to protect technology and looking for its development through my university studies so that I can gather enough information and summarize it clearly in a book	Sufficient research in network security, well-studied and some supportive colleagues and doctors	During my university studies, in less than 2 years

	Educational Goals	Action Steps	Resources	Deadline
1.	Get high marks in all subjects	Study very well and take some courses out side the university	Just I want to go to the university every lecture and not be late, find some websites that gave courses	2 years
2.	Creating a book fair at the university	Be the leader of Eqraa club and take the approval from the university	have pioneers for this project, books and the budget that we need	2 years

	Career Goals	Action Steps	Resources	Deadline
1.	Application specialized in teaching Arabic calligraphy and Arabic language around the world	With continuous learning in Arabic and Arabic calligraphy as well as the way to	I need staff, Arabic language teachers, Arabic calligraphy trainers, team or company to make	4 years

		create an application, develop my skills in application management, expand the circle of specialists to form a good team and look for financiers	the app and take it to stores and look for stores selling Arabic calligraphy tools around the world	
2.	Application to teach the art of throwing and writing in Arabic, especially in the Arab world	Through reading, writing, and throwing more, communicating with trainees, trainers, and teachers, strengthening and expanding relationships with them, and working to create a sophisticated application to be the first of its kind	I want trained staff, team heads in my region, Arabic language teachers, and some well-known speakers, as well as a technical team, to create the application and to fund and support the idea and license it by the state	5 years

IV.   Develop a SWOT analysis where you:
- List your strengths and weaknesses in relation to your current skills and any special resources that may or may not be available to you.
- Evaluate opportunities that might arise from your strengths.
- Evaluate possible threats that might arise from your weaknesses.

Strengths (Current)	Weaknesses (Current)
• Organization • Commitment in time • Patience, endurance of life pressures and separating it from work • Learn quickly from practice	• Stress • Postponing and completing tasks in a short time • Shyness • Indifference

Opportunities (Future)	Threats (Future)
• Working for a big company like Microsoft • Working with my brother in creating smart apps • Work in artificial intelligence and create robots and games	• Not mastering English well • Organized and complicated piracy targeting large companies and their great danger to the Internet of things

V.   Develop a Skill audit where you must:

- Identify a job/internship you would like to take in the future from a career listing that is related to your field
- List at least six examples of technical and soft skills, which you consider important for your future career.

	Skill	I don't have the skill	Low level	Medium level	High level /Competent
1.	Programming languages			✓	
2.	Project management				✓
3.	Complete the tasks in a short time				✓
4.	Planning				✓
5.	Teamwork			✓	
6.	Leadership skill			✓	

VI.   Based on your skill audit use the templates below to identify at least four development needs.

Development Goals	Development Activity	Success Criteria	Support Needed	Date for Achievement
What knowledge or skills do I want to develop?	How will I achieve this? What is the most appropriate development activity?	How will you know if you have been successful with each action? How will you measure success?	What resources or support will I need? Financial, time, resource	Target Dates for review /completion

1. Programming languages	I want to learn more and more and practice	When I see my results as projects	I want time and money to take courses	2 years
2. Problem solving skill	I want to work more with groups under pressure and be used to for problems	When I feel I can to work with any problem and solve it easily	Supporting from my team and take a chance to take this experience and skill	1 year
3.Swimming skill	I want to practice more and more	When I can to swim very well	Club and coach good for swimming	1 year
4. Presentation skill	I want to practice and learn more about presentation and what I have to do to be professional	When I get feedback from experts in this field and it be good and when I feel I present the presentation very good	I need a place that give me a chance to present the presentation and experts they teach me how to do it professionally	2 years
5. Learn more about medicine	Reading a lot of books that talk about medicine and ask doctors about some cases	When I feel I have a lot of information and when I satisfy my passion in this field	I need reliable books and websites and doctors	5 years
6. Learn more about Arabic	Reading a lot of books that talk about Arabic language and ask teachers about it	When I can write very well and in good words that have a big mean	Books and websites reliable, teachers and writers	3 years

Motivation theories speakers notes

Deema:

Definition

Motivation is the process of influencing someone of doing something or it is the state of being eager to work or act.

Motivation is separated into two categories: Internal & External.

It's a win-win situation since a motivated employee is more productive, and a more productive employee is more lucrative. Happy, motivated employees, according to research, may boost productivity by as much as 12%.

Internal motivation

Internal motivation is that you acquire your motivation to achieve your goal from within you. It is determined by your own goals and values.

Examples

Achievement

Individual growth

Survival needs (food, clothes, etc.)

External motivation

External motivation is that your motivation to accomplish your goal whether it's to gain a reward or to avoid a punishment, comes from an external source, in other words, outside yourself.

Examples

Money

Praise

Promotion/Recognition

Asia:

Maslow's theory

Maslow's theory describes his hierarchy of needs as a pyramid, with basic needs at the bottom and higher-level, intangible needs at the top. When a person's basic needs are fulfilled, he or she can progress to meeting higher-level needs. Maslow proposed that motivation arises from an individual's attempt to meet five basic needs: physiological, safety, social, esteem, and self-actualization.

Mahmoud

Herzberg's Motivation-Maintenance Theory

One of the content theories of motivation is Herzberg's theory of motivation. These theories attempt to explain the factors that motivate individuals through the identification and satisfaction of their individual needs, desires, and goals pursued to satisfy those desires. This theory of motivation is known as the two-factor content theory.

Qusai:

Differences between the two theories

- Meaning
  1. Maslow's theory is based on the concept of humans' satisfaction and their needs.

2. Herzberg's theory is based on how motivators deal which contain opportunity for growth & recognition, and achievement.

- Basis of theory
  1. Maslow's theory depends on the hierarchy of human needs.
  2. Herzberg's theory points at motivating factors and hygiene factors.

- Nature of theory
  1. Maslow's theory is sort of descriptive and simple.
  2. Herzberg's theory is quite prescriptive.

- Applicability of theory
  1. Maslow's theory is considered more popular and more applicable.
  2. Herzberg's theory is an extension of Maslow's theory and its less applicable.

Continuing Professional Development (CPD) report

CPD stands for Continuing Professional Development. This refers to the process of tracking and documenting skills, knowledge, and experience acquired both formal and informal throughout the work, beyond the initial training. It is a record of what you have experienced, learned, and applied. The term is commonly used to mean a physical folder or portfolio that documents professional development. Some organizations use this to indicate a training or development plan, but I don't think this is completely accurate. This article is about ongoing professional development as a process of recording and pondering learning and development.

The CPD process helps you continuously control your own development. Its function is to help you record, review and ponder what you have learned. It is not a checkable document that records completed training. It's wider than that.

Training or Development-What's the Difference? These terms are often used interchangeably, although there are differences. As a rule of thumb, training is formal and linear. It's about learning how to do certain things in terms of skills and abilities. Training is as easy as using a PC application and can be as complicated as learning to be a pilot. Development is often informal, versatile, and provides tools for doing a variety of skills and abilities. It involves advances in basic know-how to a more advanced, mature, or complex understanding.

What does it do for you?

CPD may be a requirement for membership in the Association of Professionals. It can help you reflect, review and document your learning and develop and update your expertise and skills. The following are also very helpful:

- Provides an overview of professional development so far
- Remind yourself of your achievements and how far you have progressed
- Guide your career and help you track your goals
- Discover the gap between your skills and abilities
- Create a need for further development
- Provide resume or interview examples and scenarios
- Show your professional position to clients and employers
- Help with professional development and potential career changes
- Or it may expand the range of transferable skills such as leadership, project management, and information organization.

How to get started?

Keep research logs and record your thoughts in the way that suits you best. For example, it's useful to write down things in detail or take notes about insights and learning points. The writing process encourages you to look back on your experience at the time, making planning and looking back much easier. No matter how good your memory is, you cannot review your experience without recording them.

Where am i now Review and look back on your learning experience over the past year or three months. Write down your thoughts on what you have learned, the insights it has given you, and what you may have done differently. Include both formal training events and informal learning Example:

- Learn from colleagues or learn together through networking
- Read about new technologies, new ways of working, and changes in the law
- Accompaniment or support for experienced colleagues
- Discoveries and learning points from coaching and mentoring
- Insights, insights, and learning points from taking on new responsibilities
- Organization or role changes
- Temporary work exchange within a department / organization
- Deputy or representative of a colleague
- Findings and lessons from mistakes
- Lessons learned from serious incidents and events

Make a note of all the results of each learning experience and how it makes a difference to you, your colleagues, your students (if applicable), or your employer.

Where do you want to be? Make a note of your overall career goals. Write down your goals for 2, 5, and 10 years. Then write down three or less specific and achievable short-term goals, including the dates you want to achieve.

What do I have to do to get there? When you look at your overall career goals, make a note of what you need to do to achieve them. This may include continuing education, career or profession promotion, or diversion.

For short-term goals, add the first step: what you can do today or tomorrow. For example, talk to your boss about a new task, or find out about a new technology from an experienced colleague.

When do I need to check the progress? This step is essential! To see the goals you have set, you need to make a reservation in advance. This can be done from one review to the next, or you can choose a regular review (every 3, 6, or 12 months). Write it in your diary and do it! The cycle of professional development has begun.

Ready to get started? Download this handy interactive CPD toolkit for a structured, step-by-step approach to professional development.

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Student declaration

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

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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.

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