



SHORT-TERMINTERNSHIP



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This page content gives an idea only, which topics have to write.

1: EXECUTIVE SUMMARY

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

2: OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A Introduction of the Organization
- B Vision, Mission, and Values of the Organization
- C Policy of the Organization, in relation to the intern role
- D Organizational Structure
- E Roles and responsibilities of the employees in which the intern is placed.
- F Performance of the Organization in terms of turnover, profits, market reach and market value.
- G Future Plans of the Organization.

3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

EXECUTIVE SUMMARY

Learning Objectives :-

1. Understand the fundamental of accident Damage Recoupment.
 - Gain knowledge of the basic principle and legal info framework governing accident damage recoupment.
2. Identify Different types of accident Damages.
 - Learn to distinguish between various types of accident, damages such as Vehicle property, and personal injury, and understand their impact on recoupment process.
3. Analyze Accident Report and Claims.
 - Develop the ability to critically analyze accident report and insurance claim to identify discrepancies, determine fault, and assess the potential for cost recovery.
4. Master Documentation and Evidence Gathering.
 - Acquire skills in gathering, organizing and presenting documentation and evidence necessary for successful damage recoupment.
5. Navigate the Recoupment process.
 - Learn the step by step procedures for initiating and managing accident damage recoupment, including communication with insurance.

Outcomes:-

1. Proficiency in Legal and Financial Aspect of Recoupment
 - Demonstrate a clear understanding of legal obligation, right, and financial implication involved in accident damage recoupment.
2. Effective Assessment of Damage Claims
 - Successfully assess and categorize different type of damages understanding their relevance and impact on recoupment strategies
3. Enhanced Analytical and Critical Thinking Abilities
 - Apply analytical skill to evaluate accident report and claim, identify inconsistencies and make informed decision on pursuing recoupment.
4. Competency in Documentation and Evidence Management
 - Effectively collect and manage necessary documentation and evidence to support recoupment efforts, ensuring all legal and procedural requirement are met.
5. Skillful Management of Recoupment Process
 - Execute the recoupment process efficiently, demonstrating a comprehensive understanding of each step and successfully navigating potential challenges.

OVERVIEW OF THE ORGANISATION

Accident Damage Recoupment Sector focuses on the recovery of costs associated with damage from accident primarily within the insurance and the legal industries. This sector involves and legal assessing and processing claim for various types of damages, including Vehicular Property, and personal injury. Companies in the sector work closely with insurance providers, legal entities, and clients to manage claim, negotiate settlement, and ensure financial recovery. The sector play a crucial role in mitigating losses and ensuring fair compensation for affected parties.

Intern Organization :-

The Intern Organization is a mid-sized insurance company specializing in accident damage recoupment and claim management. It provides comprehensive services including claim assessment, evidence collection, negotiation and settlement of accident-related damages. The organization employs a team of skilled adjuster, claim processors, legal advisors and customer service representatives to handle a diverse range of accident claim. It is dedicated to delivering efficient and effective recoupment services, ensuring fair settlement for all involved parties.

Summary of activities Done by the Intern:

During the Internship Period, the Intern was actively involved in various aspects of the accident damage recoupment process key activities included :-

1. Claim Assessment and Analysis :-

- Assisted in reviewing and analyzing accident report and insurance claim to determine the validity of claim and assess the potential for cost recovery.

2. Documentation and Evidence Gathering :-

- Participated in the collection and organization of necessary documentation of necessary organization of necessary documentation and evidence to support claim, including photograph, police report, and statement.

3. Communication with Service Support:-

- Provided Customer Service support by answering client inquiries and helping to explain the recoupment process and claim status.

4. Process Management :-

- Assisted in tracking the progress of claim through various stages of the recoupment process ensuring timely and efficient processing.

5. Legal and Regulatory :-

- Gained knowledge about legal and regulatory framework governing accident damage recoupment including understanding the right and obligation of all parties involved.

Introduction of Organization (APSCHE):-

The state govt has accordingly decided to fill gap by Constituting a State Council of higher education as recommended in the NEP of the government of India as recommended by the Committee Constituted by the UGC.

Thus AP State Council of higher education (APSCHE) came into existence to advise the government in matter relating to higher education in the state and oversee its developing with perspective planning.

Objectives :-

- Policy Development:- formulate policies and guidelines to govern higher education institution in AP, ensuring they align with national standards and the state's development goals.
- Equitable Access:- promote inclusivity in higher education by supporting policies that provide equal opportunities for all, regardless, of socio-economic background.

Governance :-

APSCHE is governed by a council comprising a chairman, vice chairman, and the other members.

member appointed by the government of Andhra Pradesh. The Council includes eminent academicians, Government officials and Experts from various field who contributes to the policy making and strategic planning process.

Conclusion :-

The Andhra Pradesh State Council of Higher Education (APSCHE) plays a vital role in shaping the higher education landscape of Andhra Pradesh. By focusing on policy development, Quality Assurance, Academic Coordination and Equitable access, APSCHE ensures that the state's higher education system that the state's higher education system meets the highest standard of excellence and responsive to the needs of student, society, and the economy.

B Vision, Mission & Values of Organization (APSCHE)

Vision :-

To establish a dynamic and inclusive higher education system in Andhra Pradesh that promotes excellence, innovation and equitable access, fostering holistic development and preparing student to meet global challenges and contributes to the societal progress.

Mision :-

- * Promote Quality Education
- Foster Academic Excellence and Innovation.
- Ensure Equitable Access and Inclusivity
- Enhance Equitable Access and Inclusivity
- Enhance Institutional Collaboration
- Promote Lifelong Learning

Values :-

- Excellence :-
- Integrity
- Inclusivity
- Collaboration
- Innovation
- Accountability

By adhering to these Vision, mission and values the APSCHE aim to lead the state's higher education system towards achieving global standard of excellence while addressing local needs and fostering socio-economic development.

Policy of the organization (APSCHE) in Relation to the Intern Role :-

Overview :- APSCHE is committed to fostering the professional growth and development of student and recent graduates

through structured internship are designed to provide hands-on experience, practical skills, and insight into the functioning of higher education into the functioning of higher education governance. APSCHE policy on Internship aligns with its mission to promote academic excellence and innovation ensuring that Intern are given opportunities to contribute meaningfully to the organization objectives.

Policy Objectives :-

- professional Development
- Academic Integration
- Mentorship and Guidance
- Contribution to organizational Goals

Intern Role and Responsibilities :-

- policy Research and Analysis
- Support in Quality Assurance
- Project Coordination
- Administrative and logistical support
- Engagement in Academic affairs

The Internship Policy of APSCHE is designed to provide a structured and supportive learning environment for intern, helping them develop a deep understanding of the higher education sector and acquire valuable skills.

INTERNSHIP PART

Description of activities / responsibilities undertaken

- Registering Mr with Apache Smart Internship Enrolling for Smart bridge data analytics course re live training sessions as per the pre-scheduled training calendar.
- Participating weekly quiz Completing weekly assignment with respect to data analytics.
- Gathering team formation detection of Project topic - "Accident damage recoupment for City Owned Property".
- Attending Project - Mentoring session and designing and developing Interactive dashboard Report on the project topic using Power BI.
- Web Integration of above project deliverables with teams web pages using Visual Studio Code ,Drafting a project Video demonstration and preparation of final report.
- Submission of team project via uploading the project files in Github Repository of the team.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day -1 3/7/24	Introduction of data analysis and interpreted data visualization	Analysis of the topic	
Day -2 4/7/24	Agenda and understanding Consumers	Clear view of business problem and its Solution	
Day -3 5/7/24	Type of analysis process and download of Power BI	Clear analysis on DA tools and process regarding it	
Day -4			
Day -5			
Day -6			

WEEKLY REPORT

WEEK - 1 (From Dt 05.07.24 to Dt 09.07.24.....)

Objective of the Activity Done: Introduction to Power BI and Data Analytics

Detailed Report: → Data Analytics is the practice of utilizing data, Statistical method and technology, to extract meaningful insight and make decision accordingly.

→ The Key Component of Data Analytics:-

Data Cleaning , Data Analysis , Data

Visualization and Interpretation.

→ DA Tools are software program, application, and other that help professional analyze data set to provide insight prediction and decision making information.

→ Power BI visualize that graph dashboard and pie chart - BI- facilitates report etc.

→ Power BI Component like data views, Power Views, Power Queries, desktop, power BI service etc.

→ The first week was focused on understanding the fundamental of power BI.

→ The importance of data analytics in business decision - making.

→ The week concluded with a session on loading and transforming data in power BI

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In - Charge Signature
Day - 1 8/7/24	feature and Component and power BI	Clear view on Every component required	
Day - 2 9/7/24	Power BI in action and its architecture	Visible insight and sales format	
Day - 3 10/7/24	power Query and transformation Operation	clarity about ETC tools	
Day - 4 11/7/24	Tools present in Power BI . Desktop	clear view on each and every tool present	
Day - 5 12/7/24	Analyzing the data in different type	learned about practical on data usage.	
Day - 6			

WEEKLY REPORT
WEEK-2 (From Dt. 06-07-24...to Dt. 12-07-24....)

Objective of the Activity Done:

Data Importing and Modeling.

Detailed Report:

- Data modeling is the creating relationship between table by using primary key.
- Data insight flow in power BI : Data sources
data view and model view for data modelling
- Explained different data connectors available in power BI, such as Excel, SQL database and Online Services
- Learned about ETL (Extract, transform, load) process within power BI.
- We learned how to clean, reshape and prepare data using power Query editor.
- The training covered essential function like filtering, merging and appending data set. Additionally we were introduced to data modeling concept technique such as relationship, cardinality, and data hierarchy.
- Practiced data modeling relationship between including creating relationship between tables using DAX (Data Analysis Expression) function and designing calculated column.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In - Charge Signature
Day - 1 15/7/24	Data Collection and data cleaning	Learned about the process in DA	
Day - 2 16/7/24	Differentiation between story board dashboard and export	Learned the differences about Content to represent	
Day - 3 18/7/24	Data structuring and its usage with Power BI	Learned the usage of data structures.	
Day - 4 19/7/24	Revised on topic & fair completed.	Clear view with the usage of Power BI	
Day - 5			
Day - 6			

WEEKLY REPORT
WEEK-3 (From Dt. 15-OCT-24 to Dt. 19-OCT-2024)

Objective of the Activity Done:

Data Visualization Using Power BI.

Detailed Report:

- Learned about various visualization options available in Power BI, including Power Chart, Advanced Chart, maps and custom visuals.
- Studied choosing appropriate visualization for different data type and insights.
- The tools present in power BI desktop are remove column, Reduce rows, sorting, split column, group by, Count row, Rename col.
- There are two ways for analyzing the data they are visualization and statistical.
- In this third week, the emphasis was on data visualization techniques using power BI.
- We explored various types of charts, graph and maps that can be created in Power BI. We visualized data insights. We also learned about customizing visual elements.
- The session included best practices for selecting the right visualization based on the type of data.

ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In - Charge Signature
Day - 1 20/7/24	Researched for additional information	additional info about Power BI	
Day - 2 21/7/24	Revised about data collection and data cleaning	learned about Starling process in DA	
Day - 3 22/7/24	Revised about the data visualization part	clear view on visualisation part	
Day - 4 23/7/24	DAX and DAX function	clear view on DAX function	
Day - 5 24/7/24	All the function present in Power BI	learned about the function to apply.	
Day - 6			

WEEKLY REPORT

WEEK-4 (From Dt....22-07-24..... To Dt....26-07-24.....)

Objective of the Activity Done:

Advanced Analytics and DAX

Detailed Report:

→ DAX - Data Analytics Expression formula

Expression language used in analysis services

like power BI, Excel.

→ DAX functions : Aggregate function ,Text function
data function , logical function Counting function,
Information functions.

→ Completed advanced DAX training modules

Covering topics such as time intelligence advanced
filtering and Context management.

→ Improved the accuracy and efficiency of data
model using advanced DAX.

→ We learned how to create calculated column
measures and custom tables using DAX.

→ The training covered Complex DAX functions

such as time intelligence , filtering and
aggregation .We also explored advanced
analytical technique like trend analysis
forecasting .The week ended with experience

to build dynamic report using DAX-
driven insights.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In - Charge
Day - 1 09/7/24	Explain more factor in DAX	learned about Expression and function in DAX	
Day - 2 10/7/24	More about filter function in DAX	Clear view on different view	
Day - 3 11/7/24	Preparation for grand assessment	Prepared for test	
Day - 4 11/8/24	Preparation for grand assessment	Prepared for test	
Day - 5 12/8/24	Grand assessment test	gave the assessment	
Day - 6			

WEEKLY REPORT
WEEK-5 (From Dt. 29-7-24.... To Dt....02-08-2024.....)

Objective of the Activity Done:

function and power BI Services

Detailed Report:

The function of power BI includes All,

All No BLANK Row, Calculate, filter, Match by, Order by and calculate table.

→ Accident damage Received a set of data

representing damage accident from fictional Company

→ Defined key performance indicators (KPIs) such as sales growth, accident damage.

Requested amount and claim's.

→ Built a Accident represent a dashboard to value to that visualization and represent by using some visualization model.

→ created a Comprehensive dashboard for accident damage recoupment data set that highlighted crucial business insights.

→ we learned how to publish report to the power BI Service, Share dashboard and Collaborate with team members in real time.

→ finally the focus of this week was on applying power BI skill in our accident data set.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-charge Signature
Day - 1 5/8/24	Optimising Power BI report	Clear view on Optimisation	
Day - 2 6/8/24	Implementation of Increment data	learned about DA with huge dataset	
Day - 3 7/8/24	Application in business scale	clear view on real-time application.	
Day - 4 8/8/24	Application of technique to size data model	learned about sizing data model	
Day - 5 9/8/24	learned about user information with report	Clear view on export based data	
Day - 6			

WEEKLY REPORT

WEEK-6 (From Dt...05-06-24..... to Dt...09-06-24.....)

Objective of the Activity Done:

Report optimization and Performance Tuning

Detailed Report:

→ Explored best practice for managing the large dataset and regarding memory usage.

→ Learned about Power BI report optimization techniques including data reduction, efficient use of data using DAX and Query Optimization.

→ Implemented the overall performance and user experience of Power BI reports.

→ Applied techniques to reduce the size of data models without losing critical information.

→ This session also included case studies showing how power users use Power BI for business intelligence, sales and analysis, financial reporting and operational efficiency.

The course focused on optimizing Power BI report performance and scalability. The course wrapped up with an overview of the upcoming project work.

ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In - Charge
Day - 1 12/8/24	Formation of team	Clear view team	
Day - 2 13/8/24	Project scope and objective	Clear view on Project assigned	
Day - 3 14/8/24	Aggregation of public report	Aggregation of data analysis	
Day - 4 15/8/24	Configured public refresh	Reviewed self on dataset	
Day - 5 16/8/24	Feedback on accessibility with published report	Clear view on outcome of report	
Day - 6			

WEEKLY REPORT

WEEK-7 (From Dt....12-08-24..... to Dt....16-08-24.....)

Objective of the Activity Done:

Project work - Data Analysis and Visualization.

Detailed Report:

The Seventh week marked the beginning of the project phase. We started by defining the Project Scope, objectives, and deliverables.

- We explored different power BI service features, including workspace, sharing options and security settings.
- The project involved analyzing a dataset provided by Smart Internz, cleaning and transforming the data, and building a data model. Published report to the power BI services and configured scheduled refreshes.

- The initial report and dashboard were created to visualize these insights, using the skills and techniques learned over the past six weeks.

ACTIVITY LOG FOR THE EIGHT WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In - Charge Signature
Day - 1 19/8/24	Presenting actionable insight	Clear view on Digital representation	
Day - 2 20/8/24	Presenting the dashboard and report	Representing the final output	
Day - 3 21/8/24	Collaboration file uploading	Allowing coork to au member in term.	
Day - 4 22/8/24	Reviewing on dashboard report	Clear view on work done in DA	
Day - 5 23/8/24	Submission of project	Submitted to Menter.	
Day - 6			

WEEKLY REPORT
WEEK-8 (From Dt....19-8-24..... to Dt....23-08-24.....)

Objective of the Activity Done:

Finalization and Presentation

Detailed Report:

finalization and Project work .

- In this final week , we completed the project by refining our reports and dashboard , ensuring they met the project requirement.
- We focused on enhancing the visual appeal and usability of the dashboard by adding interactive elements and ensuring the data was accurately represented. The week culminated with a presentation to the Smart Internz team where we showed our findings explained the methodologies used and demonstrated how the insight could be applied to solve real business problems.
- The project was well received marking a successful conclusion to the internship.
- Concluded internship with a deep appreciation for data analytics and power BI as a business intelligence tools.
- Presented the final report to the supervisor showing the skills and knowledge gained through this internship.

CHAPTER 6: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

People Interaction :-

- Collaborative and supportive team members
- Regular communication with colleagues, supervisors and faculty
- Diverse and inclusive workplace with respect for individual difference.

Facilities and Maintenance :-

- Well maintained and organized office space
- Access to necessary equipment and technology (e.g. Computer, Software, printer)
- Comfortable and ergonomic work station.

Protocols, Procedure and processes :-

- Established and documented workflow and guidelines
- Regular training and update on new procedure.
- Clear escalation procedure for complex cases.

Discipline and Time Management:-

- Flexible work hours with core hours for team collaboration.
- Prioritized tasks and Page No. deadlines with regular check

→ Encouragement for work life balance and self care.

Mutual Support and Teamwork :-

→ Collaborative approach to problem - solving and case management.

→ Cross functional training and knowledge sharing.

→ Recognition and appreciation for team contribution.

Space and Ventilation :-

→ Comfortable and well lit workspace with nature light.

Clarity of job Roles:-

→ Clear job description and responsibilities.

→ Defined expectation and performance goals.

→ Regular feedback and coaching from supervisors.

Additional aspects of work Environment :-

→ Continuous learning opportunities through training and webinars.

→ Access to industry publication and research resource.

→ Regular meeting toward the project

Overall my work environment is conducive to productivity, collaboration, and growth, with a strong emphasis on teamwork, mutual support and well being toward them.

Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

1. Understanding of Municipal Regulations and policies

Knowledge of local laws :-

→ Understanding the legal framework governing city property and the liabilities associated with damage. This includes familiarity with municipal codes, statutes, and ordinances.

→ Insurance Knowledge :-

Understanding of insurance policies related to city-owned property including coverage, claim process and recovery rights.

2. Accident Investigation and Documentation :-

Scene Investigation :-

→ Skills in assessing and documenting the scene of an accident involving city property. This includes taking photographs, collecting witness statements and creating detailed reports.

Damage Assessment :-

→ Ability to evaluate the extent of damage to city property and estimate repair costs. This may involve collaboration with engineers or other technical experts.

3. Claim Management

Claim filing and processing :-

- Proficiency in preparing and submitting claim to insurance companies or responsible parties. This includes gathering all necessary documentation, such as repair estimates, invoices and proof of damage.
- Negotiation skills

Ability to negotiate settlement with insurance with at fault parties to recover costs for damage repairs.

4. Legal and Compliance Skills :-

Understanding of liability :-

- Knowledge of principles of liability and how they apply accident involving city property.

Compliance :-

- Ensuring all activities related to damage recoupment comply with local, state, and federal laws, as well as policies of city.

5. Technology Proficiency :-

User of Technology Tools :-

Familiarity with software tools used for claim management, data analysis, and reporting. This may include spreadsheet, claim management system and claim management system and geographic information system (GIS).

By mastering skills, professionals involved in accident damage recoupment for city owned property can effectively manage incidents.

Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

1. Planning :-

- Prioritizing tasks and managing multiple claims simultaneously.
- Developing and implementing effective claim management processes.
- Setting realistic goals and deadlines.

2. Leadership :-

- Guiding and training team members on claim management procedures.
- Encouraging collaboration and open communication among team members.

3. Teamwork :-

- Building and maintaining relationships with city officials, insurance companies, and contractors.
- Empowering team members to take ownership, work, and make decisions.

4. Behaviour :-

- Demonstrating professionalism, integrity, and empathy in interaction with stakeholders.
- Maintaining a positive attitude and adaptability in a fast-paced environment.
- Embracing and promoting diversity, equity, and inclusion.

5. Workmanship :-

- Ensuring accuracy, attention to detail, and quality in claim management and reporting.
- Implementing process improvement to increase efficiency and reduce error.

6. Productive use of time :-

- Prioritized tasks, managed deadlines and optimized time allocation.
- Minimized procrastination, distraction and time-wasting activities.

7. Goal Setting :-

- Defined SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
- Established key performance indicators (KPI's) to measure progress.

8. Decision Making:-

- Analyzed data driven insight to inform strategic decision.
- Weighed option, assessed risk and choose optimal solution.

Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

Improving Communication Skills :-

1. Oral Communication :-

- Practice public speaking and presentations.
- Engage in debates and discussion.
- Record and analyse person speech pattern.

2. Written Communication :-

- Write regularly (Articles, blogs, journals)
- Edit and proofread work.
- Learn Concise and clear writing.

3. Conversational Abilities :-

- Engage in diverse social interaction
- practice active listening.
- Ask Open-ended Question.

4. Confidence levels :-

- Prepare thoroughly for presentation and Conversation
- focus on Strength and accomplishment.
- Visualize Successful interaction.

5. Understanding others :-

- Ask Clarifying Question.

- practise Empathy and active listening
- paraphrase and summarize.

6. Getting Understood :-

- Articulate thoughts clearly
- Use simple language.
- Check for understanding

7. Extempore Speech :-

- practise thinking on feet
- Prepare for Common question
- focus on key messages

8. Articulating Key point :-

- Identify main ideas
- Organize thoughts logically
- Use clear and concise language.

9. Maintaining Niceties and Protocols:-

- Learn Cultural and Professional etiquettes
- Use appropriate greeting and closure.
- Show appreciation and gratitude.

Describe how could you enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Group Discussion :-

- Active listening : focus on other perspective , ask clarifying question.
- Prepare Thoroughly : Research topics organize thoughts
- Respectful Dialogue : foster Constructive debate , avoid conflict.
- Summarize and Synthesize! clarify key points , connect ideas.

Team Participation :-

- Collaborative mindset ! Embrace diverse perspectives , build on other ideas.
- Clear communication ! Share thoughts ask questions, clarify expectations.
- flexibility and adaptability :- Adjust to changing dynamics , priorities.
- Constructive feedback ! Offer and receive feedback learn from criticism.

Contribution as a Team member:-

- Identify strengths ! Leverage individual skills, expertise.

- Support Colleagues : Offer assistance, guidance.
- Creative Problem Solving : Share innovative ideas.
- Open-Mindedness : Embrace new approaches, perspectives.
- Celebrate Successes : Recognize team achievement.

Leading a Team / Activity :-

- Clear Vision : Define objectives, expectations.
- Empower Team members : Delegate tasks, encourage autonomy.
- Effective Communication : Regular updates, active listening.
- Strategic planning : Set goals, prioritize tasks.
- Motivation and encouragement : Foster positive team culture.
- Conflict Resolution : Address issues, mediate disputes.
- Accountability : Take responsibility, lead by example.
- Flexibility : Adapt to changing circumstances.
- Celebrate Successes : Acknowledge team achievement.
- Continuous Improvement : Solicit feedback, refine, strategize.

Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

Technological Development Relevant to training :-

1. Learning Management System :-

enhanced user experience, mobile accessibility and analytics.

2. Artificial Intelligence :-

Personalized learning, adaptive assessment and intelligent tutoring.

3. Virtual and Augmented Reality :-

Immersive simulation, interactive, training and enhanced engagement.

4. Cloud Computing :-

Scalable infrastructure, collaboration, performance training and predictive modelling.

5. Big Data Analytics:-

Insight -driven learning performance training and predictive modelling.

6. Mobile Learning platform :-

Bit sized content just in time learning and offline access.

7. Social Learning Platform:- Collaborative learning discussion forums, and community building.

8. Social Gamification :-

Engaging learning Experience reward
and Competition.

9. Video - Based learning :-

degree view and live streaming , interaction
Video , ,

10. Automation and Robotics :-

Process automation robotic process automatic
(RPA) and work flow optimization.

11. Natural language processing (NLP) :-

Chatbot , voice , assistant, and sentiment
analysis.

12. Internet of Thing (IoT) :- Connected devices , sensor
based learning and react time data.

13. 3D printing and modelling :-

Interaction simulation prototyping
and experiential learning .

These technological advancement have transformed
the training landscape enabling

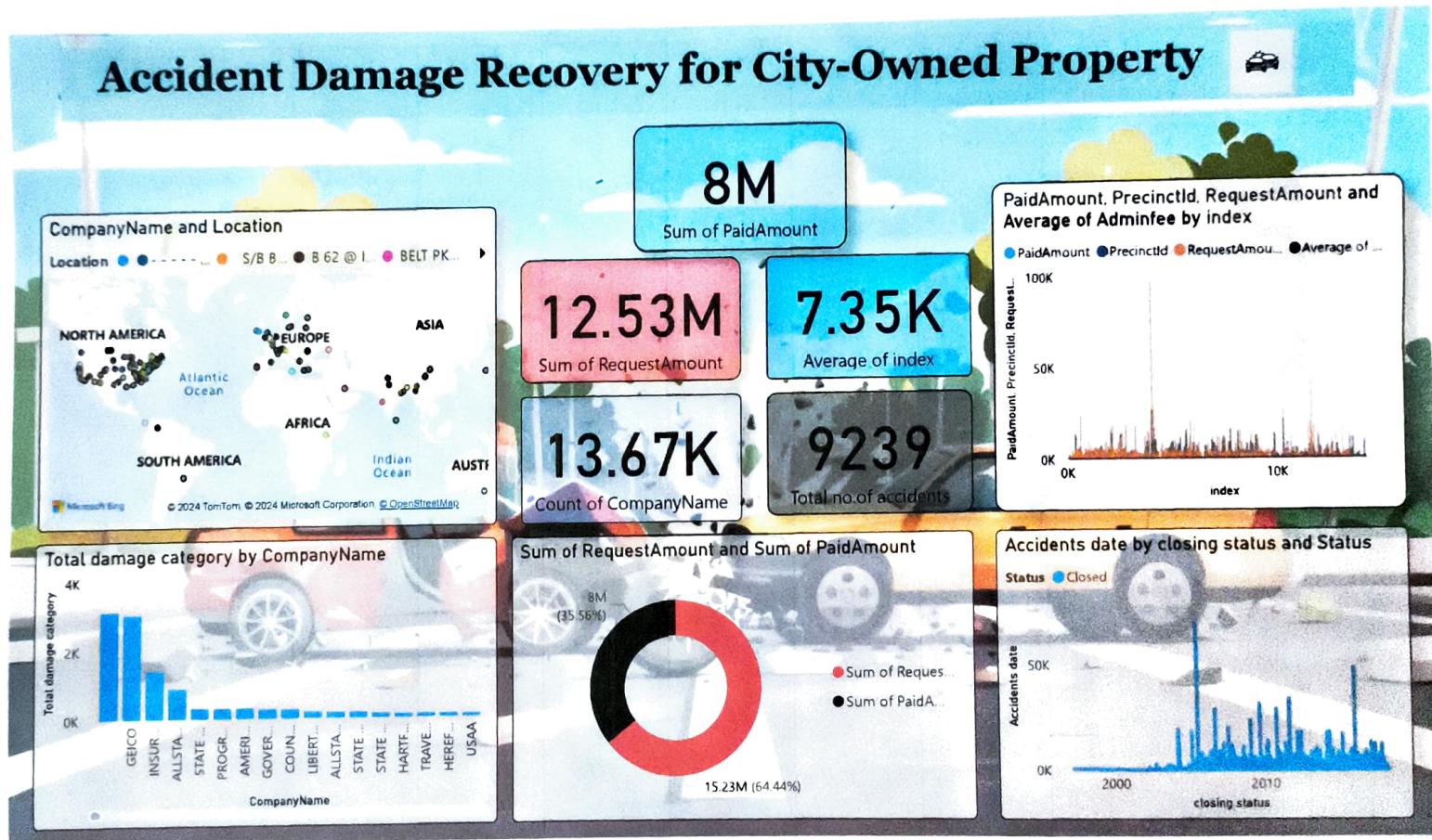
→ Personalized learning enabling

→ Increased engagement and interactivity

→ Improved accessibility and scalability.

PHOTOS & VIDEO LINKS

<https://drive.google.com/file/d/1GUFnCgkZSc25aXP-JbLVFz7jSHLY4IAx/view?usp=drivesdk>



Accident Damage Recovery for City-Owned Property

614.87

Average of PaidAmount

12.53M

Sum of RequestAmount

550

Count of CompanyName

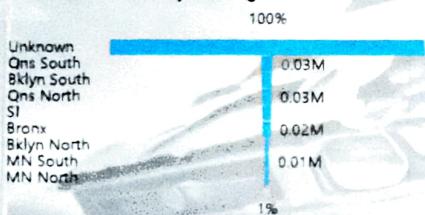
9239

Total no.of accidents

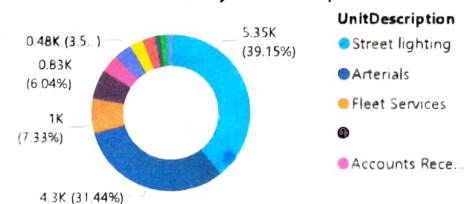
2.01K

Average reported in a year

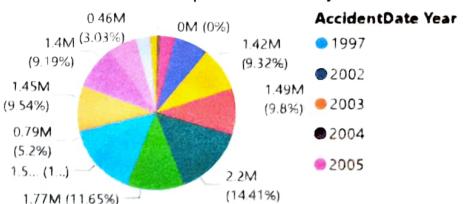
Sum of Adminfee by Borough



Count of AccidentDate by UnitDescription



Sum of RequestAmount by Year



Count of DateReceived



This report provides an analysis of the claims data, focusing on trends, distribution by location, claim status, and the relationship between requested and paid amounts. The analysis aims to provide insights into the patterns and effectiveness of claim resolutions.

CompanyName and Location

