# SKILLS

# Leadership and Motivation :

During report writing many of my group members were not interested in writing as they did not have good writing and expressing skills but when I gave them motivation and made them understand their contribution to this group is important and no one can understand other members skill if they will shy away from such activities.

Also During our final presentation one of my group member was assigned task of creating PPT but was unable to complete the task due to personal reasons so I took over the job so that my team should not suffer as presentation was next day only and even my team helped me in completing this job by helping me with selecting some photos in ppt and also writing there part in PPT.

# Conflict Management and Negotiation

During Our NGO major event of “Helping Disables” we were given the location of event conduction and as the event was for disables so we needed to manage the event such a way that it should be easily manageable. So there were many different suggestions given by each of us for event management and all of us had many different points of view so I asked my team members that before making a decision we should visit the venue so that we can understand ground reality.

Even on the day of the event we divided our group into many small groups that are token counters, helping people with disabilities find their respective seat in the auditorium. During this many disables came along with their family members and wanted to sit with them only and we wouldn't allow as it would then be difficult for them to take the stage and segregate them. I asked my fellow group mates to allow one of their family member to sit with disables so that there is no chaos and disables would also not feel lonely.

# Time Management

Time management is most important skill that I truly learned during this last 60 days and there were many family functions plus NGO and even Unit Test was on so to manage time and prioritizing task was the only option left as an option to me I used study during my traveling time for UT and work with NGO after college hours and used to try to complete my assignment before sunday so that I could give some time to myself and enjoy a day with my family after week of work.

# Assertiveness

After each successful event we made a meeting in NGO office in kurla and their our head would ask each of us what we observed and learned from that event and environment and my times my of my team members were not able to observe the thing in event or explain there point of view properly so we would listen each us points carefully and then help them with correct words and sentences so that there point is not scattered . Also we all would respect the points suggested by every member about their view and our head in NGO would also point out some of our bad points and we all would take note of it and assure him that the same would not be repeated again.