

Sri Lanka Institute of Information Technology



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Exercise 01

SWOT Analysis

Strengths:

- confidence
- Focused on team work
- Determination
- Good analytical and logical thinking

Weakness:

- Lack of communication skills
- No tolerance
- Lack of social skills
- Poor presentation skills

Opportunity:

- Sports club in university as well as native place
- Rotaract, lion clubs (social service clubs)
- group projects and group in class activities
- Travel Campaign

Threats:

- Because of my communication skills difficult to handle team.
- Unable to join many clubs in the university because of the poor time management
- Difficult to lead team because of my ego, angry, and no tolerance

Exercise 02

Actions I Will Undertake to Address

- 1) For increasing my English communication skills attending online speaking classes, watch news, YouTube channel related to this.
- 2) Increase my foundation values for time management. For this work according to schedule

Strategies To Achieve Goals

- **S** - Always try to communicate in English with confidence.
- **M** - Manage time for attending speaking class 1 hour per day and practice myself for 30 minutes
- **A** - Attend a clubs meeting and classes and I will develop my public speaking skill.
- **R** - Developing confident level and presentation skills
- **T** - 50% improvement in communication at meetings in three months.

Exercise 03: Reflective journal

Description

When I was in 1st-year 1st semester at SLIIT I was the leader of my project group. That was the first time I lead the team. in my entire life. At that time I freshly joined SLIIT so I am not aware of the procedures to follow the project. So it's difficult for me to lead the team. In my project team consists of 4 members .but two of them are my friends. They contribute to me very well. I don't know other two members value character. so, in the early stage, it's difficult to understand them. I communicate through messages only. So no understanding. Because of that many misunderstandings happen among the members. And also I didn't lead the team very well. So we went through many struggles to submit the assignment. After these things happened I learned many things. In the end stage, we did everything successfully. But I think I have good leadership skills but what happened is in a reverse way.at the last minute with group members' contribution, time management we did perfectly.

Feelings

I felt different feelings because of the situations. In the early stage of the, I was under depression. But with group members' contribution, we did well. In the end, we did everything perfectly so I was quite happy and at satisfying that moment. In early-stage I blame my team members. We did some fights also. But some of my friends help me to overcome everything. After some situations with polite behavior lead my group. Other group members think we can't do a project but in the end, we made it. And also some seniors demotivated us.so I felt sad. During the situation, we thought that we going to fail in this module. Now I feel everything is possible until we try. And also my leadership skills became good now.

Evaluation

At the beginning of this situation, many things didn't go well but after some discussions, we submitted the project on time. In my team everyone contributes very well .so it's easy for me to lead the team. From my team, I gained leadership and team skills.so I got good as well as bad experiences from this situation. Sometimes I blamed every member with disrespect so I project among as a rude person.so I got gab between our friendships. Many lectures help us to develop our skills as well as help us to improve academic knowledge. Some seniors share the experience .its help e to become a good leader.

Analysis

The main reason is I don't know how to lead the team. so I did my discussion as my wish. So from this team members struggles lot. In the early stage, I behave rudely. So my team members' fear to talk with me .and I never respect my team members' views. So early stage everything collapse. After some group calls, I understand the character of every member. After some group calls, I understood everyone's skills. Then I coordinate with them and also develop my team leadership skills with help of my friends. Then with understanding, everything finished successfully at one time. I felt my weakness then I develop my skills. After some period I realized and made the situation successful.

Conclusion

I learned how to behave when get team works. First time I learned leadership skills as well as communication, decision-making skills. I realize that how skills are important to life. I see myself as a positive person after developed the skills. Nowadays I respect each other. I am pretty sure I learned this also from this project. I developed tolerance, angry management as well. I learned to listen to other members' suggestions also.

Action Plan

In the future, I guarantee that I can lead the team perfectly. Because day by day my leadership skills developing step by step. Nowadays I am attending meditation, yoga classes every day. so, it makes my mind relax because of that my stress level reduced .and become the silent person and now I able to manage the anger. Next time I can lead the team according to the team suggestions' will listen to them. Still, I need to develop my leadership skills. In the Future with more skills, I will do my assigned task perfectly
