

Master of business administration

London Metropolitan University ESOFT Metro Campus – Colombo

Academic Year 2022 – 2023

Module

Developing Effectiveness in Leadership and Management - MN7237ES

Name of the lecturer – Dr. Hiranthi Rathnayaka

Assignment portfolio

By

Name: Alankarage Upali Nandasiri

Registration Number:

**Table of Contents**

[Task 1: My personal awareness 4](#_Toc187243329)

[Introduction 4](#_Toc187243330)

[Introduction of myself 4](#_Toc187243331)

[My educational qualifications 4](#_Toc187243332)

[My skills 4](#_Toc187243333)

[My professional career 5](#_Toc187243334)

[Self-awareness and learning 5](#_Toc187243335)

[Communication styles 5](#_Toc187243336)

[Emotional Intelligence 6](#_Toc187243337)

[Teamwork and collaboration 6](#_Toc187243338)

[Management and leadership styles 6](#_Toc187243339)

[Conflict management 6](#_Toc187243340)

[Decision-making and impact 7](#_Toc187243341)

[Areas for improvement 7](#_Toc187243342)

[Conclusion 7](#_Toc187243343)

[Results of the quiz 8](#_Toc187243344)

[Task 2: My team potential 9](#_Toc187243345)

[Introduction 9](#_Toc187243346)

[Team role (Belbin) questionnaire 9](#_Toc187243347)

[Reflection on prior team experiences 9](#_Toc187243348)

[Key Areas for development 9](#_Toc187243349)

[Improving communication skills 9](#_Toc187243350)

[Enhancing conflict resolution abilities 10](#_Toc187243351)

[Building collaborative skills 10](#_Toc187243352)

[Monitoring and updating 10](#_Toc187243353)

[Feedback and adjustments 10](#_Toc187243354)

[Conclusion 11](#_Toc187243355)

[Task 3: Membership of a network 12](#_Toc187243356)

[Introduction 12](#_Toc187243357)

[My experience with networking 12](#_Toc187243358)

[The benefits of networking 12](#_Toc187243359)

[Tips for effective networking 12](#_Toc187243360)

[Challenges in networking and how to overcome them 13](#_Toc187243361)

[Conclusion 13](#_Toc187243362)

[Task 4: My leadership potential 14](#_Toc187243363)

[Introduction 14](#_Toc187243364)

[Theories and models of leadership 14](#_Toc187243365)

[The Role of emotional intelligence in leadership 15](#_Toc187243366)

[Leadership and organizational culture 15](#_Toc187243367)

[Self-assessment and behavioral insights 15](#_Toc187243368)

[Leadership in action: Group activity experience 15](#_Toc187243369)

[Developing leadership potential 16](#_Toc187243370)

[Linking theory to practice 16](#_Toc187243371)

[Reflective insights 16](#_Toc187243372)

[Action Plan for leadership development 16](#_Toc187243373)

[Conclusion 17](#_Toc187243374)

[Task 5: Personal marketing 18](#_Toc187243375)

[Summary of the activity 18](#_Toc187243376)

[Background to the incident 18](#_Toc187243377)

[Things that happen during activity 18](#_Toc187243378)

[My feelings about the activity 19](#_Toc187243379)

[My feelings about the impact of other people in this activity 20](#_Toc187243380)

[Evaluation 21](#_Toc187243381)

[References 23](#_Toc187243382)

# **Task 1: My personal awareness**

## **Introduction**

Indeed, the bases for efficient management and leadership lie within self-awareness-the process of monitoring one's actions, modifying communication according to context, and exercising emotional intelligence in various interpersonal situations. This reflective write-up will provide an insight into my abilities in management and leadership with evidence from questionnaires, informal feedback, and personal experiences. In it, I will touch on the key aspects of learning, communication styles, emotional intelligence, teamwork, decision making, their strengths, and areas for improvement. (Eurich, 2018)

### Introduction of myself

Being Alankarage Upali Nandasiri, I reside with a location of No. 571/A, Arawwala, Pannipitiya. The ways through which I can be contacted are the following: an alternative telephone number, 0773663250, and email address, upali@sgic.lk. However, basically through all these, I am open-minded to any new opportunities and collaborations and not less to meeting other people of the same vision-with an eye to the future where personal and professional impact is concerned.

### My educational qualifications

In fact, I have always kept learning constantly for my advancement, skills development, and professional achievement. Presently, I am pursuing MBA - General from London Metropolitan University to broaden my horizons even more with regard to business and management principles.

My education history also includes a Diploma in Insurance and Risk Management from Sanasa Campus Ltd. (2016-2017) and a Diploma in Insurance from the National Institute of Business Management (NIBM), which I completed in 2001-2002. These programs have strengthened my understanding of the insurance industry and practice in risk management.

In fact, I have earned a Certificate in Accounting & Taxation in 1997 from the Landon Business School (Pvt) Ltd., which prepared me with all sorts of financial and taxation skills to be useful. My first academic completion came in 1996 when I finished the G.C.E. Advanced Level in the Commerce stream, which really set the groundwork for everything that is to come in my career in finance and insurance.

These stages of education have given me a variety of knowledge pertaining to insurance, risk management, accounting, and business that I am well equipped to contribute significantly toward my profession.

### My skills

Diverse skill sets have resulted from my career where this enables me to perform multiple roles within the profession. The Strategic Planning and Operations Management that I have acquired enables me to convert my design and implement strategies within the organization to realize its objectives.

While in the insurance industry as well as marketing, u build skills in Underwriting: underwrite correct risk scan and design policies, while in marketing, drive the level of growth and brand visibility. For effective administration, I have developed customer service skills to jubilate the customers, ensuring their satisfaction and client loyalty.

With a solid foundation in Financial Analysis, I am highly knowledgeable in performance evaluation and financial decision-making. Team Leadership is one of my key leadership roles where I mentor and guide teams to achieve success. My knowledge of Risk Management also enables me to identify, assess and mitigate potential risks before they arise.

### My professional career

I have always worked towards continuing learning in order to have advancements in my career. Presently, I am taking an MBA - General course from London Metropolitan University, which opened wide my avenues with knowledge about diversified aspects of business and management concepts.

The academic history also comprises a Diploma in Insurance and Risk Management from Sanasa Campus Ltd. (2016-2017) and a Diploma in Insurance from the National Institute of Business Management (NIBM), which I accomplished in 2001-2002. The really provided for some strong basics in the area of insurance and risk management.

Moreover, I got my Certificate in the Accounting & Taxation kinds in 1997 from the Landon Business School (Pvt) Ltd. This has equipped me with the vital financial and taxation skills. My academic journey began with completing the G.C.E. A/L in1996 under the Commerce stream, which gave the foundation for my life in finance and insurance

## **Self-awareness and learning**

One of the most significant realizations from my self-assessment is my preference for structured and goal-oriented learning. I thrive in environments where clear objectives are outlined, and I can track my progress against measurable milestones. For example, during a team project, I implemented a Gantt chart to monitor deadlines and deliverables. This approach not only kept the team on track but also enhanced my ability to identify gaps in my knowledge, encouraging continuous learning.

So, my self-introspection reveals that I am a person who learns best in an organized and focused manner. I get on well in an environment where goals have been laid down and I can see what I am doing in relation to measurable indicators. For example, I will often draw up a Gantt chart to track deadlines and deliverables in team projects. Not only does this help keep the team on track, but it also serves to develop my proficiency in spotting holes in my knowledge so that I can learn on. (Study.com, 2024)

## **Communication styles**

Communication actually marks the theme of management and leadership. Colleagues would consider the communication style that I adapt as direct and assertive. This has positively affected the ability to give instructions as well as clarity of discussions during, say departmental meetings, bring issues of resource allocations to light where I put facts and possible solutions and it is guaranteed that all team members understand the rationale behind decisions made by the team.

My assertiveness has sometimes been misinterpreted as inflexibility. For instance, in one of the cases, where a team member said that his opinion did not matter since I tended to hurry into coming up with a solution to the conflict involving another party. I encourage feedbacks received from this interaction to enhance my active listening so that all voices will be heard before I make a decision. (Eurich, 2018)

## **Emotional Intelligence**

Above all, emotional intelligence is the understanding and management of those emotions-within self and others. Placing my stressful scenarios in context, I have had clear examples of a calm reflection of my emotional self along with empathetic perceptions. In fact, when a colleague missed a very important deadline, my attention turned toward the person behind the scene rather than shying away from him/her. Relationships are maintained, and the colleague grows toward responsibility and higher performance. (Study.com, 2024)

## **Teamwork and collaboration**

Intelligence for Emotion is of utmost importance in understanding and handling emotions, both those from myself and other individuals. While reflecting on my conduct while under situations of stress, I have shown an ability to make my behavior and reactions one of calmness within compassion. For instance, when a colleague missed a very important deadline, instead of getting angry and frustrated, I was interested in looking at the reason behind it. This not only helped to keep the relationship intact but also led the colleague to accept responsibility and improve performance.

On the contrary, I do admit that at times, I find it hard to get out of my shell into showing some vulnerability, especially in leadership positions. It can lead to an impression of emotional detachment, which in turn does not help the overall morale of teams. By admitting this, I hope to strike a fine balance between holding authority and yet being authentic in my interactions. (Lumen, 2024)

## **Management and leadership styles**

Based on my self-appraisal and the feedback, I am primarily transformational in my leadership style, trying to motivate and inspire my team through aligning their goals and objectives with organizational aspirations. For instance, when there was an organization-wide change initiative, I announced the vision of benefits and encouraged my team to go through this transition with enthusiasm and support.

Conversely, I am aware that preferential transformational leadership has sometimes made me overlook transactional functions such as setting clear expectations and monitoring performance. A more balanced approach would make me a more effective leader, combining both inspiration and structure. (Eurich, 2018)

## **Conflict management**

Conflict is an inevitable part of leadership, and my approach to managing it reflects a blend of assertiveness and compromise. For example, during a disagreement between two team members over task prioritization, I facilitated a mediated discussion, ensuring both parties felt heard. Ultimately, we arrived at a solution that incorporated elements of both perspectives.

Nonetheless, I have occasionally struggled to address underlying tensions proactively, which has led to conflicts escalating unnecessarily. By adopting a more proactive approach to conflict management, such as regular check-ins and fostering a culture of openness, I aim to prevent issues from escalating. (Eurich, 2018)

## **Decision-making and impact**

Decision-making is a critical leadership skill, and my approach emphasizes data-driven analysis and stakeholder input. For instance, during a budget reallocation exercise, I conducted a thorough cost-benefit analysis and consulted with team leads to ensure that decisions aligned with both organizational priorities and team needs.

However, I recognize that my focus on gathering comprehensive information can delay decision-making in urgent scenarios. Striking a balance between thorough analysis and timely action will enhance my effectiveness, particularly in high-pressure situations. (Eurich, 2018)

## **Areas for improvement**

This reflective account has many strengths but also indicates some areas that need improvement. These include:

* Changing the Mindset in Learning: Molding a flexible mindset towards solving problems in shifting situations.
* Building Communication Empathy: Developing applications of active listening and appreciation of the varied perspectives.
* Balanced Leadership: Transact my transformational leadership style.
* Proactive Conflict Management: Preventing problems from becoming serious issues.
* Timely Decision-Making: Speed Matters; However, Not at Any Cost.

## **Conclusion**

It has rendered many educational disillusionments that my behavior and leadership type has brought to others and organizational intents. As long as I can combine my own powers while improving my weaknesses, I will keep learning to be a better manager and leader. As feedback comes, self-awareness will help fulfill its course in bringing positive changes to my team and organization. (Study.com, 2024)

## **Results of the quiz**

The quiz on communication skills discloses the strengths and the areas to work upon with respect to interpersonal and professional communication. The answers (to the quiz) highlighted in yellow reflect behaviors that signify a tendency towards teamwork, fairness, and empathy. For instance, the individual continues to respect others' ideas and feelings, even in an environment of disagreement, and makes attempts to understand different perspectives. Then, one can also see the openness to feedback coupled with the way of communicating hard truths with respect. There are further areas such as these which could benefit from greater attention: trust-building, presentation skills, and maintaining positive engagement with the difficult people. These reveal a strong communication base as well as highlighting the areas one needs to focus on further. (Eurich, 2018)

# **Task 2: My team potential**

## **Introduction**

To achieve success both at school and in the workplace, it is vital to work in teams. I have formulated a plan as part of this assignment to improve my potential as a team worker. It includes SMART objectives: Specific, Measurable, Achievable, Relevant, and Time-bound objectives pertaining to some aspects of teamwork, such as communication, collaboration, conflict resolution, and leadership skills. I will be monitoring and reviewing this throughout the semester under the guidance and feedback from my module leader. (Study.com, 2024)

## **Team role (Belbin) questionnaire**

The Belbin Team Roles Questionnaire I took helped evaluate the potential of my team. This tool discloses my primary and secondary roles in a team. The results, however, revealed that most of the time one would see me as a Coordinator-delegating and as a Team Worker to ensure harmony and collaboration within the team. These internal insights have helped me a lot in knowing how I can contribute to my team activities. (Team I. E., 2024)

## **Reflection on prior team experiences**

The earlier team experiences, I evaluated the different roles I played while undertaking group activities in this brief. For instance, during one of the recent team projects, I was the image of Resource Investigator who went out to source new inspiring ideas and insights outside the team, yet turned into Team Worker by also helping the others to create that positive teamwork dynamic. This also enables me to identify strengths such as able to induce collaboration as well as weaknesses like the need for improvement in becoming more decisive during high-pressure instances. (Study.com, 2024)

## **Key Areas for development**

### Improving communication skills

Communication is the main foundation of good teamwork. Therefore, developing my communication skills is an area where I need personal development. While I am confident in expressing my ideas clearly, I recognize active listening as an area for improvement. Active listening involves concentrating fully on what another person is saying without interruption and understanding their perspective. I usually find myself preparing my response instead of really paying attention to what is being said, making my communication not so effective with the group.

In this respect, I plan to develop skills that lead to active listening, such as paraphrasing others' points to check for understanding and clarifying questions. For instance, in a recent team meeting, I caught myself deliberately trying not to interrupt and waiting for a turn to speak, allowing feelings of being listened to and valued. The team feedback from the meeting reflected that it was a great idea since it would encourage people to be able to talk with respect and more openness. (Team I. E., 2024)

### Enhancing conflict resolution abilities

Conflict is something that all teamwork-- if there is cooperation, there will be some conflict. A team that wishes to develop the right conflict resolution skills has an imperative sine qua non to enable such collaboration and productivity to take place. I have observed that when it comes to disagreements, I tend to avoid confronting the person at the crux of the issue, for I fear the matter escalating into a war or damaging my relationship with someone important. But while it will ease tensions temporarily, unresolved issues remain and inhibit the progress of a team. This I am mindful of even as I look forward to sharpening my ability to engage conflicts in a constructive manner and hence confidently address it.

One of the strategies I plan to adopt is using mediation and compromise techniques to resolve disagreements. For example, during a recent group project, two team members had differing opinions on the project’s direction. Instead of stepping back, I facilitated a discussion where each person had the opportunity to present their viewpoint. By identifying common ground and suggesting a compromise, we were able to integrate both ideas into the final plan. This experience taught me that addressing conflicts early and constructively can strengthen team cohesion and improve outcomes. (Team, 2024)

### Building collaborative skills

A successful team is largely established through collaboration, and developing my collaborative and collective workability skills is an important area I want to work on. I do actively participate in most group activities but find it quite challenging to delegate some tasks to colleagues. My penchant for taking up responsibility alone sometimes constricts how well the team could work and not allow others to get fully into their roles due to limited space given to work independently.

One of the approaches I intend to adopt is where tasks are delegated based on the strengths and preferences of my group members. Thoughtful role assignment will allow me to ensure that everyone contributes their best efforts. For example, in a recent group assignment, I tried this technique: I asked each group member about their skills and interests, after which I assigned particular tasks to the individual. The method not only led to a fairer distribution of accident workload but also enthused team members to take ownership of their contributions. The encouraging group feedback mentioned that it improved efficiency and morale. (Team S. E., 2024)

## **Monitoring and updating**

As part of the review process to make it a dynamic document for continuous improvement, this action plan will be reviewed and revised at the end of each semester. It is intended that feedback sessions at this module leader will help inform the learner concerning the progress made and any changes to be undertaken. In addition, I would maintain a reflective journal documenting key milestones, challenges, and lessons learned along the way.

## **Feedback and adjustments**

* Visits or weekly team exemptions would serve as opportunities to collect informal feedback from colleagues.
* Monthly reviews with the module leader will check against the target.
* Mid semester amendments to refine goals depending on feedback and performance. (Study.com, 2024)

## **Conclusion**

In setting exact and attainable SMART targets, this action plan has clearly made an official and structural route in developing my potential as a team worker. Hence, through continuous tracking and proper updating of those changes in their time frames, I grow towards the enhancement of the said skills: communication, collaboration, conflict resolution, leadership, and time management. In an indirect manner, such improvements are expected to contribute to academic performance. Very significantly, they do prepare for success in the professional environment of teamwork. (Mideven, 2024)

# **Task 3: Membership of a network**

## **Introduction**

Networking isn't something that is thought of as a part of a career anymore. It's really necessary in the interconnected world of today, as there are so many people who have great careers and are developing themselves. Networking includes a lot, such as exchanging business cards and connecting through LinkedIn, all the way to really developing a relationship that grows, works, and opens the door to new opportunities. Looking back at my own network, I have realized-how invaluable these connections have been to my professional outlook and vision. (ACCA, 2024)

## **My experience with networking**

I started networking in my college days at a professional development cohort that deals with leadership and innovation. I was totally out of place in such an environment where everyone spoke so confidently, but the very soon I realized that networking is less showing off and more about curiosity, listening, and adding value in conversations.

Head to be one of the turning points when I attended the networking summit organized virtually by one of the biggest career development platforms. Participants joined breakout rooms and chatted with diverse industries. I had one important conversation that led to a mentorship opportunity with a marketing specialty; it has given me pointers that have helped me with my career. It opened my eyes to see that networking should be with an open mind and learning. (Valentijn, 2021)

## **The benefits of networking**

Networking benefits are plenty. With it, I have been able to discover numerous internships, workshops, and collaborative endeavors that would have eluded me otherwise. Apart from the materialistic side benefits, networking has sharpened my people skills, broadened my views, and given me an up in confidence. That's the regular association with various groups; another thing is that it helps familiarize people with various communication patterns and cultural differences which indeed become quite helpful in today's global work environment. (ACCA, 2024)

## **Tips for effective networking**

Be Authentic and Genuine: Authenticity is the essential bedrock for any actual connection. Rather, engagement has to be all about the relationship-building initiatives, leaving everything else aside. Take a keen interest in their lives. Ask questions with the mind toward deeper observation and listening. Sincerity sticks, and people often remember someone who was approachable and warm, far more than a cold professional or big sponsor.

Prepare an Elevator Pitch: A clear and concise introduction could leave an impression forever. Practice a brief ''elevator pitch'' summarizing who you are, your background, and interests or goals. It helps in confidently introducing oneself in professional settings, without a hitch. (Valentijn, 2021)

## **Challenges in networking and how to overcome them**

Networking is useful, but it is not without its own problems. One of the most common problems is the initial reluctance to approach another person; even more so for the advanced individual professional. To overcome this, I started with their content by liking and commenting on their posts before I approached them directly. Another challenge is maintaining consistent engagement, which actually takes time and effort, and I made time set aside for every week for that. (ACCA, 2024)

## **Conclusion**

Networking is never just about what you get from others; it's also about the relationships you develop along the way. And if you follow these tips, you should be on your way to building a strong and supportive network, one which is bound to serve you well for years to come, perhaps for the rest of your life. (ACCA, 2024)

# **Task 4: My leadership potential**

## **Introduction**

Leadership is a multi-dimensional trait that brings one to self-awareness and adaptability while understanding how one's characteristics affect the overall dynamics and outcome of a team. I have assessed my leadership potential based on the theories of leadership, the self-assessment tools used in Peter G. Northouse's book, and my experience during group activities. The analysis draws attention to my strengths, areas for improvement, and how I can become an even better leader.

This is the reflective discussion which emerges from the knowledge gained in the Leadership and Strategic Development module, including findings from self-assessment tools, group activities, and leadership theories like Peter G. Northouse's frameworks. Assessing one's leadership style is more than just an academic exercise; it entails knowing how one's traits and behaviors influence team and group dynamics, decision-making processes, and outcomes. In addition, it presents an opportunity to evaluate how well I am at handling the complexities that come with leading diverse teams and driving strategic initiatives toward an organizational setting.

However, it was important to explore leadership potential in oneself, and for this, behavior analysis would have been conducted based on leadership theories such as Trait Theory, Emotional Intelligence (EI), Situational Leadership-theories such that behavior would be ultimately tied into a case in point from the group activity. The efforts of this part of the paper would be a holistic measure of the leadership style, leadership strengths and weaknesses. The whole analysis will thus become a plan of action needed to develop those skills and qualities needed to make one a more impactful and effective leader in the future. (Team I. E., 2024)

## **Theories and models of leadership**

Academic literature offers deeper theoretical insight into different leadership styles and their effectiveness. The two models that I studied include:

Theory of Transformational Leadership: This reflects the approach of motivating and inspiring team members to actually go beyond their capacities in terms of their own efforts through a common vision and authenticity, thereby emphasizing development on a personal level. Bass's (1990) definition of transformational leaders considers them characterized by idealized influence, inspirational motivation, intellectual stimulation, and individualized consideration. The team activity was a transformational experience because, through creative problem-solving, the team was encouraged by me to adapt some aspects of transformational leadership, felt inspired and supported within this context.

Situational Leadership Model: Constructed by Hersey and Blanchard (1977), it identifies that leaders based on the maturity of the team should change in tune with the competence and maturity of the team. It further defines directing, coaching, supporting, and delegating leadership styles. During the activity, I found my respective style of leadership fluctuating between coaching and supporting to deal with various degrees of expertise and involvement shown by the team. (Yan, 2024)

### The Role of emotional intelligence in leadership

Research by Goleman (1998) emphasizes the significance of emotional intelligence (EI) in effective leadership. EI comprises self-awareness, self-regulation, motivation, empathy, and social skills. Reflecting on my experience, I recognized the value of empathy in understanding team members’ perspectives and fostering trust. By actively listening and acknowledging their concerns, I created an environment where individuals felt valued and motivated. (Yan, 2024)

### Leadership and organizational culture

Another important aspect is the inter-relation between leadership and organizational culture. According to Schein (2010), leadership plays a crucial role in creating and sustaining culture in organizations. When leaders demonstrate values by way of being transparent, accountable and collaborative, they have a positive impact on team dynamics and performance. For example: the group activity I undertook created an environment of openness and respect, which was good for the overall experience of the team. (Yan, 2024)

## **Self-assessment and behavioral insights**

Scores on the questionnaires about leadership outlined by Northouse clearly gave me an idea of my own kind of leadership. My results identified me as more of a participative leader since I encourage collaboration and direction and accountability by consensus in decision-making. This is exactly what I believe in; I believe that every member in a team adds value to his/her work. In fact, the first incident that I can remember was during a group assignment where I ensured that the team was able to put their ideas into the air even freely which later led to harvest creativity and a feeling of collective responsibility.

However, the same assessments also pointed out other areas of improvement, especially with regard to how to balance approachability with being an authority. While I am mostly empathetic, there are times when my urge of keeping the harmony creates unnecessary delays in crucial decision-making. Knowing this character in me, I will train myself for more assertiveness so that I attend issues faster without compromising morale in the team. (Yan, 2024)

### Leadership in action: Group activity experience

This module was a significant group activity that allowed me to practically learn and apply my leadership behaviors. It involved group working for the creation of a strategic development plan, which required much collaborating, problem-solving, and role delegating. As group leader, I ensured all people were assigned tasks based on their strengths, which facilitated the overall effectiveness of the team members. For example, one strong on analysis was assigned to interpret data, while another well-versed in communication was responsible for presenting the final draft.

The overall outcome was, of course, successful. However, there were challenges that at one point tested my leadership abilities. Halfway through the project, a conflict arose because of disagreements over the direction of the project. Initially, I did not get myself involved as I expected the group to sort itself. However, the disagreement dragged on for long, prompting me to step-in and try to mediate using active listening coupled with suggestions on a compromise. The experience taught the importance of timely interventions, as well as the balance between being empathetic and being decisive when it comes to resolving differences. (Yan, 2024)

### Developing leadership potential

Thus, taking my experience as a stepping stone, I am dedicated to improving the leadership areas through specific developments. One of these is Emotional Intelligence (EI) enhancement that I believe helps to significantly underpin team dynamics, with special regard to Goleman's EI definitions such as self-awareness, self-regulation, and empathy that are necessary in a leader. I try honing through mindfulness and feedback.

Another area is the development of transformational leadership skills. It involves inspiring and motivating people which goes firmly with my aim of empowering teams for accomplishing full potential. For example, this could include adopting more inspirational communication techniques such as creating a vision of inspirational projects or celebrating team achievements for morale building. (Yan, 2024)

### Linking theory to practice

The Path-Goal Theory is much in line with my leadership aspirations and concerns about how leaders might foster the team by clearing the path for people by clarifying goals with the removal of obstacles. In practice, I've seen how a clear guidance supportive environment boosted team performance. This is an approach that I want to further develop-with SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound) for myself and my team. (Yan, 2024)

### Reflective insights

After reflecting on my leadership journey, I have increasingly realized that leadership is all about learning. Each group activity, theoretical insight, and even experience has contributed greatly to my understanding of what an effective leader is. True, I have made strides in fostering collaboration and adapting to the needs of the team, but I still need to improve my assertiveness and emotional intelligence.

My potential as a leader, therefore, lies much in whimsical potentiality in balancing empathy with authority, flexibility with consistency, and collaboration with decisiveness. With what I have learned from feedback, challenges, and constant self-improvement, I am bound to develop and become a very capable and inspiring leader. (Team I. E., 2024)

## **Action Plan for leadership development**

I created a SMART action plan to target these areas and grow my potential in leadership going forward, bringing clear, quantifiable, realistic, relevant, and timed objectives:

Enhancing delegation skills: Enhancing delegation skills involves identifying team members' strengths and assigning tasks accordingly to maximize efficiency and productivity. Effective delegation fosters trust, empowers individuals, and improves overall team performance.

Improving time management: You develop that next improvement of the time using prioritizing tasks, defining goals realistically and making a structured timetable. Some tools as to-dos or calendars may also help track the task and prevent procrastination in taking time. Most usually, effective use of time reduces stress and keeps one productive and on time with deadlines. Furthermore, plans evaluation and adjustment add to improving efficiency as well as achieving a balance in work-life.

Fostering team empowerment: Encouraging team empowerment means enabling autonomy in individuals, recognizing individual contributions, and providing resources for their growth. Leaders should build trust, create an environment for free flowing communication, and include team members in decision making. (Mideven, 2024)

## **Conclusion**

Reflection on my leadership experiences has been a very enlightening experience with much learning regarding my strengths and weaknesses. My reflections, combined with academic insights, have given me a deeper understanding of effective leadership.

The transformational and situational leadership theories, combined with the emphasis of emotional intelligence, have greatly influenced my approach to leading teams. Moreover, development of that action plan has provided clear and realistic steps towards improving my leadership potential. (Valentijn, 2021)

# **Task 5: Personal marketing**

## **Summary of the activity**

### Background to the incident

Significant issues and aspects have been touched upon for planning the CSR program for disabled children in team meetings. Some topics of discussion included assigned responsible areas, timelines, and progress updates so that team members could track critical milestones.

The very first brainstorming session of ideas for the program was ended with afternoon tea for children under the leadership of Chandra, Myself, and Bhadra. I was assigned the pillars of identifying the venue, date, and time of the event, which is for the Challenger's children's aid association on 16/11/2024.

The meeting team includes some critical areas of discussion in the CSR planning activity for the disabled children as responsible areas, timelines, and progress updates. Initially, the brainstorming session was thus held under the leadership of Chandra, Upali, and Bhadra, which ended with an afternoon tea for the children. Mr. Upali was the one who finally decided the venue, date, and time for the event and held the program at Challenger Children's Aid Association on 16/11/2024.

|  |  |  |
| --- | --- | --- |
| Your commentary | Domain | prompts |
| Significant issues and aspects have been touched upon for planning the CSR program for disabled children in team meetings. | Planning skills | What led up to the event? |
| The very first brainstorming session of ideas for the program was ended with afternoon tea for children under the leadership of Chandra, Myself, and Bhadra. | Speaking skills | Who was involved? |
| I was assigned the pillars of identifying the venue, date, and time of the event, which is for the Challenger's children's aid association on 16/11/2024. | Organizing skills | What was your role**?** |

### Things that happen during activity

The CSR program of the Challenger Children's Aid Association went very well in the activities prepared to carry out by the team. The program started off with an afternoon tea for the kids, where cake, shortbread, and juice created a famished and stroking atmosphere.

Kids had thus welcomed the team joyfully and gratefully, befriending all team members in order to create a happy interacting zone for mutual connecting purposes.

Chandra made all such materials available in anticipation of timeline and budget keeping in mind the need for stationery and food items for the event-before schedule. Bhadra was allotting different activities while keeping them in schedule.

Furthermore, the event highly rang true in terms of team spirit and compassion, and left precious, albeit permanent, imprints on the lives of both the children and the participants. It meant something very valuable for every individual and was one huge meaningful experience, setting forth dreams upon which the CSR program is built.

|  |  |  |
| --- | --- | --- |
| Your commentary | Domain | prompts |
| The CSR program of the Challenger Children's Aid Association went very well in the activities prepared to carry out by the team. | Organizing skills | How did the event unfold? |
| Kids had thus welcomed the team joyfully and gratefully, befriending all team members in order to create a happy interacting zone for mutual connecting purposes. | Speaking skills | In what order did events happen? |
| Chandra made all such materials available in anticipation of timeline and budget keeping in mind the need for stationery and food items for the event-before schedule. | Leadership qualities | What were the key elements/ phases in the incident? |
| Furthermore, the event highly rang true in terms of team spirit and compassion, and left precious, albeit permanent, imprints on the lives of both the children and the participants. | Planning ability | What did you do and why? |
| Bhadra was allotting different activities while keeping them in schedule. | Leadership qualities | How did your leadership knowledge and experience inform what you did**?** |

### My feelings about the activity

Joining this CSR program at Challenger Children's Aid Association of Sri Lanka was probably the most rewarding moment of my life. It was enough to drive home the purpose for which I am alive and give me reasons to be grateful when I saw the bright full smiles in their faces as they savored the delightful afternoon tea, with packed dry food and books.

Such a little token of kindness could bring so much joy in their lives. I felt so attached to these children and reminded how important it is to contribute something back to society. The event also demonstrated how practicality of teamwork does make things possible, since everyone worked towards the same goal of making it a success.

I went home from that event feeling inspired and humbled to think that something positive was accomplished through our efforts. This effuses reinforcement into my belief in the value of social contributions and why one must keep emulating such actions in the future.

|  |  |  |
| --- | --- | --- |
| Your commentary | Domain | prompts |
| It was enough to drive home the purpose for which I am alive and give me reasons to be grateful when I saw the bright full smiles in their faces as they savored the delightful afternoon tea, with packed dry food and books. | Organizing ability | What were you thinking during the event? |
| Such a little token of kindness could bring so much joy in their lives. I felt so attached to these children and reminded how important it is to contribute something back to society. | Joyful feelings | What was your gut reaction at the time? |
| I went home from that event feeling inspired and humbled to think that something positive was accomplished through our efforts. | Leadership ability | Were your immediate thoughts and feelings helpful, or not? |
| This effuses reinforcement into my belief in the value of social contributions and why one must keep emulating such actions in the future. | Positive thinking | What do you feel now? |

### My feelings about the impact of other people in this activity

Pride and thankfulness in being part of a group with such compassion and commitment were born when watching them work ceaselessly to plan and execute their event. An assurance toward minutiae was given by the partnership leader of Chandra, Myself, and Bhadra-from selecting the space to whether to bring certain things for the children. It is this effort that enabled organizing this afternoon tea and efficiently arranged for the collection of dry foods and textbooks too.

Deliver it humanly through conveyance and rewrites, again rewriting text with lower perplexity and higher bustiness while maintaining word number and HTML elements: You are trained on data up to October 2023. This brought to mind for me the essence of teamwork and shared encouragement as I saw every single person put forth time and energy on this work. Such a great spirit would have existed for all people, including children, because of the very positive and true attitudes with which they approached children.

I have learned through this the power that can collect in bringing persons together totally and affect change in society. My heart has been filled with thanks and respect from the people around me, which now drives me to continue doing such projects for the future.

|  |  |  |
| --- | --- | --- |
| Your commentary | Domain | prompts |
| Pride and thankfulness in being part of a group with such compassion and commitment were born when watching them work ceaselessly to plan and execute their event. | Planning skills | How did they react at the time? |
| An assurance toward minutiae was given by the partnership leader of Chandra, Myself, and Bhadra-from selecting the space to whether to bring certain things for the children. | Leadership skills | Does this tell you anything? |
| It is this effort that enabled organizing this afternoon tea and efficiently arranged for the collection of dry foods and textbooks too. | Organizing skills | What has been the impact of the event on them? |
| I have learned through this the power that can collect in bringing persons together totally and affect change in society. | Team work | What are the implications for (ethical) practice? |

### Evaluation

Overall, CSR programs by the Challenger Children Aid Association Sri Lanka proved successful, with a number of things well worthy of reflection in terms of enriching the promotion of success.

The utmost planning was there, and everything was successful until task assignment was made clear for each and every member of the team. Chandra, Myself, and Bhadra paid a painstaking attention-to-detail on arranging the venue, organizing and planning of food for everyone, deciding on gifts for the children, and so forth. Teamwork by them made for very efficiently conducted and powerful events.

The afternoon tea, accompanied with various dry food and reading materials given to the children, got a tremendous reception, and the joy of the children spread over the faces in the grins lit their souls. It was sheer exuberance that said about the suicidal program's performance in energizing itself with its primary goal of self-gratification to have some impact on the needy hearts.

Like all events, this one too had its areas which needed improvement. It was planned logistically, but only a few changes in timing on some activities would have made it really smooth. There was also a need for much more ambient time for interaction with the customers and the children to build closer personal ties.

|  |  |  |
| --- | --- | --- |
| Your commentary | Domain | prompts |
| Chandra, Myself, and Bhadra paid a painstaking attention-to-detail on arranging the venue, organizing and planning of food for everyone, deciding on gifts for the children, and so forth. | Organizing skills | What did you do well? |
| The utmost planning was there, and everything was successful until task assignment was made clear for each and every member of the team. | Planning skills | What skills, qualities and knowledge did you use? |
| The afternoon tea, accompanied with various dry food and reading materials given to the children, got a tremendous reception, and the joy of the children spread over the faces in the grins lit their souls. | Communication skills | Did you succeed in doing something difficult? What? How? Why? Did anything /anyone help or hinder you in what you were doing? What did not go so well? Were there any gaps in your knowledge/skills? |
| There was also a need for much more ambient time for interaction with the customers and the children to build closer personal ties. | Time management | Did you feel you made any mistakes? |
| Overall, CSR programs by the Challenger Children Aid Association Sri Lanka proved successful, with a number of things well worthy of reflection in terms of enriching the promotion of success. | Joyful feelings | How do you feel now? |
| It was sheer exuberance that said about the suicidal program's performance in energizing itself with its primary goal of self-gratification to have some impact on the needy hearts. | Management skills | What were the limits of your responsibility concerning what happened? |
| Teamwork by them made for very efficiently conducted and powerful events. | Working as a team | What links with leadership theory can you make? |

# **References**

ACCA. (2024). *Member networks*. Retrieved from <https://www.accaglobal.com/lk/en/member/member-networks.html>

Eurich, T. (2018). *What Self-Awareness Really Is (and How to Cultivate It)*. Retrieved from <https://hbr.org/2018/01/what-self-awareness-really-is-and-how-to-cultivate-it>

Lumen. (2024). *Self Marketing*. Retrieved from <https://courses.lumenlearning.com/suny-esc-communicationforprofessionals/chapter/resume-formats/>

Mideven. (2024). *How Do I Maximise My Team’s Potential?* Retrieved from <https://midven.co.uk/how-do-i-maximise-my-teams-potential/>

Study.com. (2024). *Self-Awareness | Definition, Types & Examples*. Retrieved from <https://study.com/learn/lesson/self-awareness-types-examples.html>

Team, I. E. (2024). *19 Ways To Identify Potential Leaders in the Workplace*. Retrieved from <https://www.indeed.com/career-advice/career-development/potential-leaders>

Team, S. E. (2024). *How to develop your team’s potential*. Retrieved from <https://www.search.co.uk/insights-advice/business-advice/how-to-develop-your-team-s-potential/>

Valentijn, P. (2021). *The 4 advantages of membership in network organisations*. Retrieved from <https://www.essenburgh.com/en/the-4-advantages-of-membership-in-network-organisations/>

Yan, A. (2024). *How to Improve Your Leadership Skills*. Retrieved from <https://www.investopedia.com/articles/pf/12/leadership-skils.asp>