

# Assignment 2: Reflection: opportunities, challenges and performance feedback

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## Section 2.1: Mid-way performance review and reflection

Instruction: Organise a mid-way performance review meeting with your industry supervisor and discuss the questions in the table. Use the insights from the reflection above for this consultation. Take notes in the meeting and write down their feedback in the table below.

### Section 2.1. Mid-way Performance Review with your industry supervisor

Topics for review	Industry supervisor feedback
1. How do you feel, overall, I am performing in the workplace?	I feel that your performance aligns with expectations and is also outstanding in several key areas
2. How am I demonstrating workplace capabilities, professionalism, communication skills, organisation, and inclusive and respectful behaviours?	You have effectively demonstrated professionalism, communication skills, organization, and inclusivity through teamwork, consistent delivery, task completion, and prompt, timely communication
3. What positive contribution/s have I made?	As a member of the Digital/Data team, you have significantly contributed to data governance initiatives and the ongoing management of data.
4. What areas could be developed and or improved?	You can have some enhancements in project management and the regular updating of task completion would be beneficial. Additionally, a more proactive approach in identifying and undertaking new tasks is recommended.

5. What are some future opportunities for me during the remainder of my internship?	The next phases of your internship will focus on management metrics and developing a data product for supplier management, as previously planned.
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## Section 2.1: Reflective Journal Entry

After your performance review you are to reflect on how you felt about receiving feedback, what you learnt about your professional self, and how this process and experience has had an impact on you and your professional development. Please use of **Critical Reflection Model What? So What? Now What?** to respond.

Word limit	350 words
Topic	Midway performance review
<p>During my mid-way performance review, my industry supervisor provided a detailed evaluation of my internship progress. The review highlighted that my overall performance aligned well with expectations and was outstanding in several areas. This included recognition for my professionalism, effective teamwork, consistency in task completion, and timely communication. Besides the aforementioned positive feedback, areas for improvement were also identified, particularly in terms of project management and proactive task engagement. Receiving this feedback was a complex emotional experience. The recognition of my strengths and contribution was very encouraging and motivating. However, aside from the positive feedbacks, the areas marked for improvement made me a little concerned, since they might be quite problematic and challenging to overcome.</p> <p>This feedback is crucial in identifying my professional capabilities and limitations. The positive aspects of the feedback reinforce my belief in my ability to contribute to a team and manage responsibilities effectively. Besides, my outstanding contribution to multiple data analytic tasks and data governance initiatives illustrates my capacity to handle tasks in a professional working environment. On the other hand, the critiques, especially the need for improvement in the project management process and proactive task engagement are also very valuable as they direct my attention to specific areas that require development while highlighting the importance of continuous learning and adaptability in professional settings.</p> <p>This feedback will also be important for my future professional development plan. To address the highlighted areas for improvement, I will actively look for additional responsibilities in the project to enhance my project management skills. Engaging more with these aspects will allow me to be more active in task involvement, while develop a structured approach to managing tasks and timelines, hence supporting me enhance my professional working skills. As a result, by integrating these experiences and development with my previous academic background and</p>	

skills, I will be able to build robust technical and workplace capabilities, which will enhance my readiness for future challenges in the data analytic field and the job market.

## Section 2.2: Reflect and update your Internship Learning plan

Internship Goals	Rationale	What are the steps and or actions you will take to help you achieve this goal
By the end of this internship, I want to improve my data analysis skills and my understanding of how a typical business works and operates, by applying my technical skills in the development of a supply management system project that can boost the operational efficiency of the business. From that, I can not only gain new working experience but also demonstrate my enhanced data analysis skills throughout the internship time.	Data Analysis departments are becoming more popular in many companies across various industries such as technology, finance, healthcare, and facility management like PromptCorp. Therefore, as a data analytic intern, I can gain a variety of skills, from data cleaning, data visualization to understanding business operation, which are fundamentals for my future career in data science and data analytic, to be able to work in various industries. Secondly, a comprehensive understanding of how a business operates allows me to place my data analysis skills within the right context, enabling me to utilize my analyses to address specific business needs and challenges	<ol style="list-style-type: none"> <li>1. Improve my personal technical data analysis skills with online resources, video, ...</li> <li>2. Apply my skills in the internship project (supply management system)</li> <li>3. Receive feedbacks from the internship supervisor on the areas that can be improved to make changes to the project</li> </ol> <p><b>Evaluation</b></p> <p>The use of project documentation and supervisor feedbacks will be utilized for evaluation, to track my performance and my development during the internship.</p>
	<b>REFLECTION</b>	
Reflect on the above goal and learning. Based on your experience, how did you progress with achieving this goal and what were the key learnings along the way? What changes, if any, would you make, map these below.	<p>Throughout my internship at PromptCorp, my goal of improving data analysis skills and comprehension of business operations was successfully accomplished. I have made significant progress in applying my technical skills to the development of a supply management system, with a lot of data analysis task completion and a variety of positive feedback from the industry supervisor in terms of contribution to data governance and data management.</p> <p>From this experience, I am also able to understand the value of data management systems to businesses, as well as how they operate and make decisions based on that data. While I have gained</p>	

	a more comprehensive knowledge of data's role in strategic decision-making, I have also identified the critical importance of project management skills which I plan to develop in the later stage of the project.	
Revised Internship Goals	Changes being made	What are the revised steps and or actions you will take to help you achieve this goal?
Asides from the aforementioned goals, I also want to improve my project management skills, by developing a more structured approach to task allocations, project progress tracking and internal communication. From that, I can significantly enhance my ability to monitor projects and tasks, which is crucial in a profession working environment.	I want to adjust my technical internship goals to include improving my project management skills, which are critical in my professional career and in the later stage of the project.	<ol style="list-style-type: none"> <li>1. Learn project management skills from online resources and workshop</li> <li>2. Integrate project management tools such as Microsoft Task Planner and Jira more effectively</li> <li>3. Keep detailed documentation and records of all the tasks in the project</li> <li>4. Schedule weekly review to access project management progress</li> </ol> <p><b>Evaluation</b> Industry supervisor reviews will be utilized for my project management skills development.</p>
By the end of this internship. I want to enhance my communication skills to improve clarity and effectiveness in team interactions and presentations, by joining multiple team meetings, raising a lot of questions for the internship supervisor, and seeking regular feedbacks from my team members to identify areas for improvement	Communication skills are not only important for the internship in PrompCorp but also in my journey, in every professional jobs. Effective communication leads to better collaboration, reduces misunderstandings, and ensures that the operation system is efficient. As I aim to advance in my data analytic career, the ability to present data insights persuasively and clearly	<ol style="list-style-type: none"> <li>1. Participate in multiple team meetings</li> <li>2. Raise a lot of questions to the internship supervisor about communication technique, communication tips, ...</li> <li>3. Seeking feedbacks from other people to ensure effective communication.</li> </ol> <p><b>Evaluation:</b></p>

	will be very essential in influencing business strategies and decisions.	Performance Review will be utilized for evaluation to ensure that my communication skill develops in the internship time.
	<b>REFLECTION</b>	
Reflect on the above goal and learning. Based on your experience, how did you progress with achieving this goal and what were the key learnings along the way? What changes, if any, would you make, map these below.	<p>Throughout my internship at PrompCorp, I have made significant progress in improving my communication skills, with a lot of involvement in team meetings and idea contributions. A lot of my individual questions have also been raised and answered by the supervisors in terms of communication, which broadened my understanding of how to establish effective communicating channels in the business.</p> <p>From this experience, I am able to understand the power of communication in a professional working environment. It can significantly boost team collaboration, while minimizing misunderstanding and ensuring the efficiency of the project operation.</p>	
<b>Revised</b> Internship Goals	<b>Changes</b> being made	What are the <b>revised</b> steps and or actions you will take to help you achieve this goal?
Aside from the aforementioned goals, I also want to make my approach in seeking and undertaking project tasks to be more proactive by paying more attention to the progress of the project. From that, I can prevent myself from losing track of the work, while gaining more credibility from my colleagues and supervisors.	I want to adjust my internship goals to include being more proactive in task engagement.	<ol style="list-style-type: none"> <li>1. Conduct regular meetings with the industry supervisors for task updates</li> <li>2. Improve my skill sets to have the ability to handle more tasks</li> <li>3. Keep a well-organised schedule to manage current tasks, while having the capacity to take new workloads.</li> </ol> <p><b>Evaluation</b></p> <p>A record for the tasks that I have done will be evaluated by the supervisor to access my improvement in the task's engagement.</p>