

MANAGEMENT TASK ROUND

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Q1] ANSWER:-

I kind-of-managed some events in my school like,

- a) Annual Gatherings (Alma Fiesta), where I serialized the proceedings of every performance taking place. Also, I used to keep a backup in worst cases if something fails then how would we tackle that and go on with the program uninterrupted.
- b) I was associated with the music club at my school, so that was a plus point for me to manage everything in a synchronized way.
- c) We had a system of class-wise conduction of school assembly, So, I was involved there too.
- d) Also, Once I got an opportunity to manage a party in a tie-up with a hotel.

Qualities that I possess which makes me fit for the managerial role,

- i) I like to work in a systematic and synchronized way in order to make an event a success
- ii) I think of multiple possible solutions to a problem and choose the best of which will work. Also, I listen to the viewpoint of every person out there.
- iii) I like to build trust between the audience and the host so that it'll benefit both parties in a long-run.
- iv) I can handle on the spot pressure generated during an event with time.

Q2] ANSWER:-

1. First, I'll jot down all the key things to be carried out during the event. Like,
 - workshop on "data structures in python"
 - look for python developer with a good experience
 - In case of any mishappening, keep another python developer ready who can takeover to keep the flow of program uninterrupted.
2. Find the target audience who'll be interested for this topic and make an approximate count of attendees taking part in the event,

→ By conducting a poll

3. Now, I'll promote the event mainly focusing on,

→ Increasing interests in the audience by showing the perks of event and how it'll help them in their career. How it'll help them to align it with their goals. Thus, increasing the worth of event.

→ I'll make posters and create attractive short videos(reels) to promote the event

→ Share it on all the social media channels, so that, it reaches the target audience.

→ Update the audience by sending them mails regarding the event with their consent.

4. I'll search for the right platform where all users are comfortable and is easily accessible to everyone.

5. Decide the correct day and time when the target audience is comfortable when they can focus on event primarily.