

## Higher Nationals - Summative Assignment Feedback Form

<b>Student Name/ID</b>	E230667/M.M.M. AASHIK		
<b>Unit Title</b>	3 Professional Practice		
<b>Assignment Number</b>	01	<b>Assessor</b>	
<b>Submission Date</b>	09/09/2024	<b>Date Received 1st submission</b>	
<b>Re-submission Date</b>		<b>Date Received 2nd submission</b>	

**Assessor Feedback:**

LO 1 Demonstrate a range of interpersonal and transferable communication skills to a target audience.

Pass, Merit & Distinction P1  P2  M1  D1

Descripts

LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios.

Pass, Merit & Distinction P3  P4  M2  M3  D2

Descripts

LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different Environments.

Pass, Merit & Distinction P5  P6  M4  D3

Descripts

LO4 Examine the need for continuing professional Development (CPD) and its role within the workplace and for higher-level learning

Pass, Merit & Distinction P7  P8  M5  D4

Descripts

\* Please note that grade decisions are provisional. They are only confirmed once internal and external moderation has taken place and grades decisions have been agreed at the assessment board.

**Assessor Feedback:****Grade:****Assessor Signature:****Date:****Resubmission Feedback:**

\*Please note resubmission feedback is focussed only on the resubmitted work

**Grade:****Assessor Signature:****Date:****Internal Verifier's Comments:****Signature & Date:**

\* Please note that grade decisions are provisional. They are only confirmed once agreed at the assessment board.  
 internal and external moderation has taken place and grades decisions have been

**Important Points:**

1. It is strictly prohibited to use textboxes to add texts in the assignments, except for the compulsory information. eg: Figures, tables of comparison etc. Adding text boxes in the body except for the before mentioned compulsory information will result in rejection of your work.
2. Avoid using page borders in your assignment body.
3. Carefully check the hand in date and the instructions given in the assignment. Late submissions will not be accepted.
4. Ensure that you give yourself enough time to complete the assignment by the due date.
5. Excuses of any nature will not be accepted for failure to hand in the work on time.
6. You must take responsibility for managing your own time effectively.
7. If you are unable to hand in your assignment on time and have valid reasons such as illness, you may apply (in writing) for an extension.
8. Failure to achieve at least PASS criteria will result in a REFERRAL grade.
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10. If you use other people's work or ideas in your assignment, reference them properly using HARVARD referencing system to avoid plagiarism. You have to provide both in-text citation and a reference list.
11. If you are proven to be guilty of plagiarism or any academic misconduct, your grade could be reduced to A REFERRAL or at worst you could be expelled from the course.
12. Use word processing application spell check and grammar check function to help editing your assignment.
13. Use **footer function in the word processor to insert Your Name, Subject, Assignment No, and Page Number on each page**. This is useful if individual sheets become detached for any reason.

## STUDENT ASSESSMENT SUBMISSION AND DECLARATION

When submitting evidence for assessment, each student must sign a declaration confirming that the work is their own.

Student name: <b>M.M.M AASHIK/E230667</b>		Assessor name:
Issue date:	Submission date:	Submitted on:
Programme: Pearson BTEC HND in computing		
Unit: 3 Professional Practice		

Assignment number and title: A training event for an identified audience

## Plagiarism

Plagiarism is a particular form of cheating. Plagiarism must be avoided at all costs and students who break the rules, however innocently, may be penalised. It is your responsibility to ensure that you understand correct referencing practices. As a university level student, you are expected to use appropriate references throughout and keep carefully detailed notes of all your sources of materials for material you have used in your work, including any material downloaded from the Internet. Please consult the relevant unit lecturer or your course tutor if you need any further advice.

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### Student declaration

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Student signature:

Date:

## UNIT 3: PROFESSIONAL PRACTICE

### Assignment Brief

Student Name/ID Number	<b>M.M.M AASHIK/E230667</b>
<b>Unit Number and Title</b>	<b>3 Professional Practice</b>
Academic Year	2024
Unit Tutor	
<b>Assignment Title</b>	<b>A training event for an identified audience</b>
Issue Date	
Submission Date	
<b>Submission Format</b>	

**Presentation** – section 1 should be submitted in a formal presentation within the first two weeks from the inception of the project.

**Project report** - At the end of the event, produce an individual report (with all necessary attachments as annexures e.g. - project proposal, additional evidence of each task, invoices of the event, evidence of effective communication) by each member covering all the tasks.

#### **Unit Learning Outcomes**

**LO1** Demonstrate a range of interpersonal and transferable communication skills to a target audience.

**LO2** Apply critical reasoning and thinking to a range of problem-solving scenarios.

**LO3** Discuss the importance and dynamics of working within a team and the impact of team working in different environments.

**LO4** Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher-level learning.

#### **Transferable skills and competencies developed**

### **Computing-related cognitive skills**

- Problem solving and critical analysis
- Recognise and analyse criteria and specifications appropriate to specific problems, plan strategies for their solutions
- Deploy appropriate theory, practices and tools for the design, implementation and evaluation of computer-based systems
- Analysing facts and circumstances to determine the cause of a problem and identify and selecting appropriate solutions
- Research for evidence-based decision making
- Conceptual and critical thinking, analysis, synthesis and evaluation
- Support, manage and communicate change by identifying barriers and overcoming
- Producing reports, providing management information based on the collation, analysis and interpretation of data.

### **Computing-related practical skills**

- The ability to evaluate systems in terms of quality attributes and possible trade-offs presented within the given problem
- The ability to plan and manage projects to deliver computing systems within constraints of requirements, timescale and budget
- The ability to recognise any risks and safety aspects that may be involved in the deployment of computing systems within a given context
- The ability to deploy effectively the tools used for the construction and documentation of computer applications, with particular emphasis on understanding the whole process involved in the effective deployment of computers to solve practical problems
- The ability to critically evaluate and analyse complex problems, including those with incomplete information, and devise appropriate solutions within the constraints of a budget.

### **Generic skills for employability**

- Effective teamworking and group communication, role development, capitalising expertise of each member to inform good decision making
- Time management, planning ahead and work cooperatively to assign tasks, assess progress and deliver on time
- Contextual awareness, e.g. the ability to understand and meet the needs of individuals, business and the community, and to understand how workplaces and organisations are governed).

### **Vocational scenario**

You have been hired as an event coordinator by a renowned training organization specializing in IT, Leadership and Soft-skills development courses. Your task is to plan and execute a training event aimed at improving Leadership, IT or Soft skills to an identified audience. The training should include workshops, presentations, and interactive sessions. You are required to complete the project within the duration of 2 months and the training plan and resources should be finalized as per the requirement of the audience. As the event coordinator, you are responsible for designing and delivering an impactful training program that caters to the diverse needs and preferences of the participants.

#### **Assignment activity and guidance**

You are required to form a group of not more than 15 members in order to carry out the event. You may utilize “Belbin's Team Role Theory” to distribute tasks among team members effectively. While designing and delivering the event,

- the skills required to make the event successful.
- challenges faced during the design/ delivery.
- Critical evaluation of the problems, challenges faced, and the methods used to overcome them.
- The need for continuously develop in a professional environment.

Need to be thoroughly considered.

**At the end of the event, produce an individual report (with all necessary attachments as annexures e.g. - project proposal, additional evidence of each task, invoices of the event, evidence of effective communication) by each member covering the following tasks.**

#### **Section 1:**

The team members are expected to present a “Project Proposal Presentation” explaining the following key points for seeking approval from the unit assessor before the finalization of the event:

- Name of the event.
- Goals and objectives of the event.
- Team roles with each member introducing their role.
- The team's plan to ensure effective communication. (e.g., team meetings)
- Proposed professional schedule of the event. (approximate)
- Fundraisers and budget of the event.
- Gantt chart of the event

The presentation duration is 20 minutes and should be completed within the first 2 weeks.

After obtaining the approval to your event/project, you should demonstrate how you are planning to effectively deliver the training event by designing a professional project plan with following details.

- Roles appointed to group members and an evaluation of interpersonal skills of each member that justifies the assigned role in the team.
- Goal and objectives of the project.
- Design a detailed schedule to support the planning of the training event. Include contingencies for potential delays or issues that may arise during the planning process. Justify the time allocated for each task and explain how it contributes to the overall success of the event.
- You are required to design and deliver a comprehensive training event that effectively addresses the IT/Leadership or Soft-skills development needs of the target audience. Utilize different communication styles and formats to engage participants and ensure effective learning outcomes.

- Demonstrate effective time-management skills in planning the training event.  
Develop a detailed timeline outlining key milestones, deadlines, and contingencies to ensure the event runs smoothly and stays within the allocated timeframe.
- Evaluate the effectiveness and application of interpersonal skills during the design and delivery of the training event. Reflect on your communication strategies, ability to engage participants, and address any conflicts or issues encountered during the planning and execution stages.
- Also include evidence (photos) of your actions/engagements during the design and the delivery of the training event.

## **Section 2:**

Your objective is to demonstrate the effective use of various problem-solving techniques throughout the planning and execution stages of the event. Utilize approaches such as brainstorming, root cause analysis, and SWOT analysis to address challenges and ensure smooth event delivery.

- Apply critical reasoning skills to the design and delivery of the event. Evaluate different options, anticipate potential issues, and make informed decisions to optimize the event's success.
- Conduct research on different problem-solving techniques commonly used in event planning and execution. Explore the advantages and limitations of each technique and how they can be applied effectively in the context of organizing a conference.
- Justify the selection and application of various methodologies in the design and delivery of the conference. Explain why certain problem-solving techniques were chosen over others and how they contributed to the overall success of the event.
- Evaluate the overall success of the conference in terms of how well critical reasoning and problem-solving techniques were applied to achieve the end goal. Reflect on the

effectiveness of the strategies implemented and identify areas for improvement in future events.

(e.g. timescale, stages, resources, critical path analysis)

### **Section 3:**

Work in your team by contributing your skills and knowledge to meet the project goal.

- Discuss the significance of team dynamics in determining the outcome of group work. Explore how effective communication, collaboration, and leadership within the team can influence success, while conflict, poor coordination, and lack of cohesion can lead to failure.
- Analyse the team dynamics observed during the project, focusing on the roles played by each group member and their effectiveness in achieving shared goals.

Evaluate how well the team functioned as a unit, identifying strengths and weaknesses in communication, leadership, and collaboration.

- Critically evaluate your own role and contribution to the group scenario. Reflect on your strengths, weaknesses, and areas for improvement in terms of communication, teamwork, and leadership skills. Assess how your actions influenced the team dynamics and contributed to the overall success or failure of the project.

### **Section 4:**

- Discuss the significance of CPD in the context of continuous learning and personal development. Explore how engaging in CPD activities can enhance skills, knowledge, and motivation, leading to improved job performance and career advancement.

- Review various motivational theories such as Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, and Expectancy Theory. Analyse the impact these theories can have on individual and team performance in the workplace, and how they can be applied to enhance motivation and productivity.
- Produce a development plan outlining your responsibilities, performance objectives, and required skills for achieving future career goals. Identify specific CPD activities, such as training programs, workshops, and mentorship opportunities that align with your development plan and contribute to your professional growth.
- Justify the role of CPD and development planning in building motivation. Explain how engaging in CPD activities and setting clear development goals can enhance job satisfaction, performance, and overall motivation in the workplace.
- Evaluate a range of evidence criteria used as measures for effective CPD. Analyse factors such as relevance, credibility, and applicability of CPD activities in achieving learning objectives and professional development goals.

### **Recommended Resources**

**Please note that the resources listed are examples for you to use as a starting point in your research – the list is not definitive.**

### Weblinks:

<http://www.conferenceconsultants.com/> (n.d.) *Conference Consultants Worldwide* Available at: <http://www.conferenceconsultants.com/> [Accessed 1 August 2022]

<https://aerospace.csis.org/> (2022) *Spaceports of the World* [online] Available at: <https://aerospace.csis.org/data/spaceports-of-the-world/> [Accessed 1 August 2022]

<https://asq.org/> (2022) *WHAT IS PROJECT MANAGEMENT?* [online] Available at:

<https://asq.org/quality-resources/project-management> [Accessed 1 August 2022]

<https://fellow.app/> (2021) *Team Roles and Responsibilities: How to Effectively Define Them* [online] Available at: <https://fellow.app/blog/productivity/how-to-effectively-define-team-roles-and-responsibilities/> [Accessed 1 August 2022]

<https://kissflow.com/> (2022) *Dependencies in Project Management - A Complete Guide* [online] Available at: <https://kissflow.com/project/dependencies-in-project-management/> [Accessed 1 August 2022]

<https://www.peoplegoal.com/> (2022) *6 Reasons Why Development Planning is Important* [online] Available at: <https://www.peoplegoal.com/blog/development-planning> [Accessed 1 August 2022]

<https://www.projectmanager.com/> (2022) *20 Must-Have Project Management Excel Templates and Spreadsheets* [online] Available at: <https://www.projectmanager.com/blog/8-must-pm-excel-templates> [Accessed 1 August 2022]

Scientific Conference example (2022) *ACM Symposium on Principles of Distributed Computing* [online] Available at: <https://www.podc.org/> [Accessed 1 August 2022]

Scientific Conference examples (2022) *The International Professional Development Association* [online] Available at: <https://ipda.org.uk/> [Accessed 1 August 2022]

### Journal articles:

Imam, H. & Zaheer, M. (2021) Shared leadership and project success: The roles of knowledge sharing, cohesion and trust in the team. *International Journal of Project Management*, Volume 39, Issue 5, 2021, pp. 463-473, ISSN 0263-7863,  
<https://doi.org/10.1016/j.ijproman.2021.02.006>.

**Reading:**

Aspire Training and Consulting, (n.d.) *E-book on Professional Development*. Available at: <https://aspire-solidus-production.s3-ap-southeast-2.amazonaws.com/assets/CXPRP003/samples/CXPRP003.pdf> [Accessed 1 August 2022]

Chris Croft (2022) *Project Management QuickStart Guide: The Simplified Beginner's Guide to Precise Planning, Strategic Resource Management, and Delivering World Class Results*. QuickStart Guides™ - Business

Cottrell, S. (2001) *Critical Thinking Skills: Developing Effective Analysis and Argument*. 2nd edn. Palgrave Macmillan.

Forde, C. et al (2006) *Professional Development, Reflection and Enquiry*. Sage Publications.

Megginson, D. and Whitaker, V. (2007) *Continuing Professional Development*. 2nd edn. Chartered Institute of Personnel and Development.

MindTools Ltd (2014) *E-book on Personal Development Plan*. Available at: <https://www.mindtools.com/courses/lnV924x0/PersonalDevelopmentPlanning.pdf> [Accessed 1 August 2022]

Plunkett Foundation (n.d.) *E-book on Planning a community event*. Available at: [https://plunkett.co.uk/wp-content/uploads/planning\\_a\\_community\\_event\\_ebook\\_0.pdf](https://plunkett.co.uk/wp-content/uploads/planning_a_community_event_ebook_0.pdf) [Accessed 1 August 2022]

**Learning Outcomes and Assessment Criteria**

<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
<b>LO1</b> Demonstrate a range of interpersonal and transferable communication skills to a target audience		
<b>P1</b> Demonstrate effective design and delivery of a training event for a given target audience, using different communication styles and formats  <b>P2</b> Demonstrate effective time-management skills in planning an event.	<b>M1</b> Design a professional schedule to support the planning of an event, to include contingencies and justifications of time allocated.	<b>D1</b> Evaluate the effectiveness and application of interpersonal skills used in the design and delivery of a training event.
<b>LO2</b> Apply critical reasoning and thinking to a range of problem-solving scenarios		
<b>P3</b> Demonstrate the use of different problem-solving techniques in the design and delivery of an event.  <b>P4</b> Demonstrate that critical reasoning has been applied to the design and delivery of the event.	<b>M2</b> Research the use of different problem-solving techniques used in the design and delivery of an event.  <b>M3</b> Justify the use and application of a range of methodologies in the design and delivery of an event.	<b>D2</b> Evaluate the overall success of the event delivered, in terms of how well critical reasoning and thinking were applied to achieve the end goal.

<b>Pass</b>	<b>Merit</b>	<b>Distinction</b>
	<b>LO3</b> Discuss the importance and dynamics of working within a team and the impact of team working in different environments	
<b>P5</b> Discuss the importance of team dynamics in the success and/or failure of group work.  <b>P6</b> Work in a team to achieve a defined goal.	<b>M4</b> Analyse team dynamics, in terms of the roles that group members play in a team and the effectiveness in terms of achieving shared goals.	<b>D3</b> Critically evaluate your own role and contribution to a group scenario.
	<b>LO4</b> Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher-level learning	
<b>P7</b> Discuss the importance of CPD and its contribution to own learning and motivation.  <b>P8</b> Review different motivational theories and the impact they can have on performance in the workplace.  <b>P9</b> Produce a development plan that outlines responsibilities, performance objectives and required skills for future goals.	<b>M5</b> Justify the role of CPD and development planning in building motivation.	<b>D4</b> Evaluate a range of evidence criteria that is used as a measure for effective CPD.

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## **Acknowledgement**

I want to use this chance to express my sincere gratitude to the wonderful people who have guided me and motivated me to make this course a major success. I want to start by sincerely thanking our instructor, Mrs. Senali siriwardana, for her excellent professional practice instruction and for her unwavering support throughout this process.

I also want to thank the batch coordinator, who has been this program's foundation by providing us with guidance for our assignments and classes. I also want to express my gratitude to the dedicated staff at the ESOFT Metro Campus in Kandy, who have served as the foundation for all of our educational experiences.

I also want to thank my family, friends, and co-workers for their unwavering support, which has been crucial to my completion of this program.

Finally, I want to thank  
ESOFT Metro Campus Kandy for providing us with such a fantastic environment for learning and professional advancement.

Thank you,  
You're sincerely,  
Mohamed Aashik.

## **Introduction**

In our professional practice, we will be granted the chance to form our own team guided by Our Lecturer. Our team will consist of all together 10 members. Our effort will be the innovation with by using the arduino.

The team captain and vice-captain will be selected by a fair and just election among the members after exploring each member's strengths and weaknesses also each role will be appointed to each member's proficiency in various areas such as communication, collaboration, empathy, problem – identifying and problem-solving skills to give the most suitable roles to each member of the group.

In Summary, in summation, our team-building adventure began with Mr. Thenuk approval of the process of constructing a varied and well-rounded team. Roles were then strategically assigned in accordance with each person's abilities, under the guidance of our selected leader.

## What is a project proposal?

A project proposal is an important document that explains a certain project in a written format. It will cover the some key points to understand the reader in a little time about the project and why it is needed.

### Types of project proposal

There are six types of project proposals. Each type has a different goal and objectives as well as vision and mission.

There are,

- Solicited
- Unsolicited
- Informal
- Renewal
- Continuation
- Supplemental

**Solicited:** prepare the project proposal according to the solicited proposals in response to a Request for Proposal (RFP). An RFP announces a project in detail and asks for bids from qualified teams. When preparing solicited project proposal you must do thorough research and write persuasively.

**Unsolicited:** prepare the project proposal according to the unsolicited proposals without an RFP, meaning no one asked for your proposal.

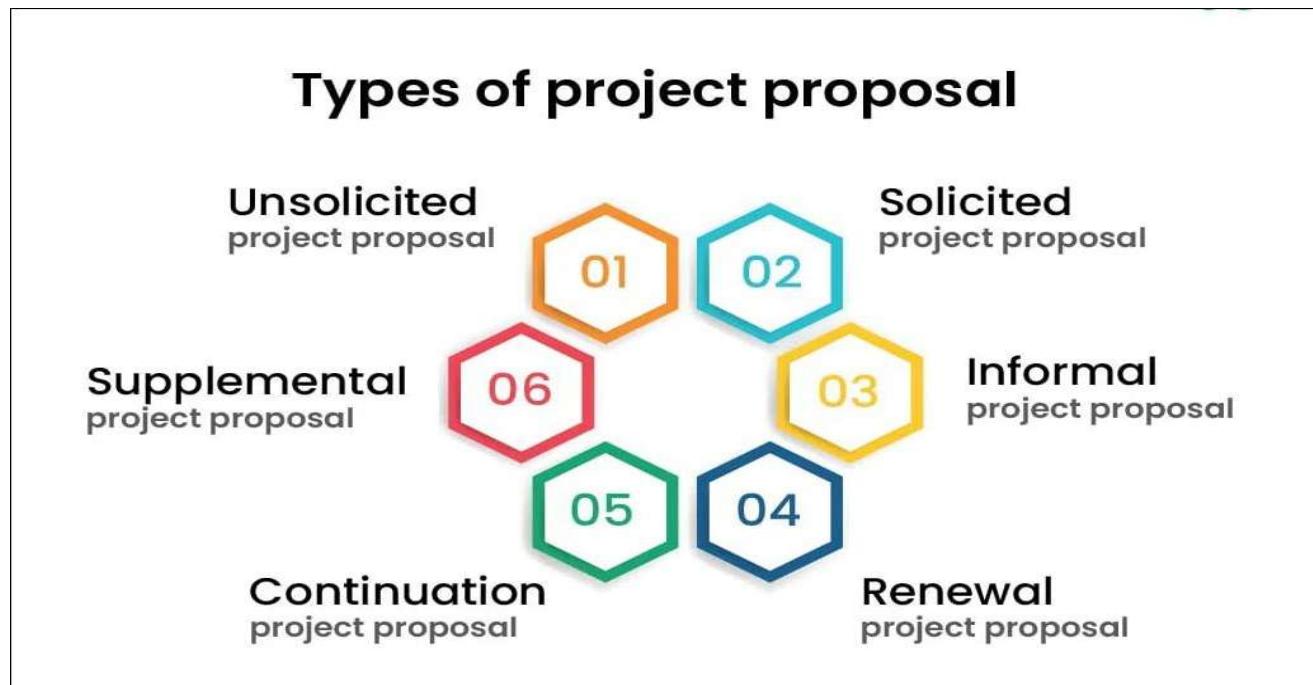
**Informal:** A client may send an informal request for a project proposal, in which case you can respond with your own project proposal. Since it is not a formal tender, the rules are less concrete.

**Renewal:** Send renewals to existing customers in hopes that they will continue to work for your organization. In this type of project proposal, the goal is to highlight past results that your team has produced for the client and convince them that you can produce results in the future.

**Continuation:** Send a continuation to remind a stakeholder that the project has started. In this project proposal only provide information about the project instead of convincing the interested party.

**Supplemental:** Similar to continuation proposal, you will send a supplemental proposal to an actor already involved in your project. In this type of proposal, you inform the stakeholders

that the project has started, while you are looking for additional resources. You have to convince the interested party to contribute more to the project in this proposal.



(jhimlic1, 2024) *Figure 1-types of project proposal*

## Introduction about the workshop

### INNOVATION WITH ARDUINO

#### **Simple projects with arduino to make everyday life smarter.**

Hi, I am Aashik. And our team has to plan for the workshop on the name of arduino. We are following HND in computing in first semester and coming from 107 batch. Then we will discuss about the arduino. Arduino means is an open source electronics platform based on easy to use hardware and software. By keeping good knowledge about the arduino we build fire fighting robot that was built by previously a smart bin will be built on that workshop time. Arduino board can read inputs as well respond according to the given inputs and produce the output.

By using the arduino we can improve our technical competence, the integration of soft skills can increase one's professional efficiency. As part of our professional practice project, we instructed HND students in IT, covering both leadership skills and soft skills. This report's objective is to assess the importance of soft skills and leadership. This report's objective is to assess the worth of soft skills like time management, communication, cooperation, and decision-making as well as continual professional growth.

After the presentation, we gave each child a participation certificate and provided refreshments. We also gathered their input in order to evaluate the program's performance and identify potential improvement areas.

E.g - some inputs and outputs

INPUT - Light on a sensor

A finger on a button

Twitter messages

OUTPUT - activating a motor

Turning on a LED

Publishing on the display



Figure 2-invitation for workshop

Throughout the workshop day, we made sure to maintain clear and consistent contact with our clients in order to assure their happiness.

### Our creations :



Figure 3- Our creations



Figure 4- Our creations

### E-CERTIFICATES



Figure 5 - E-CERTIFICATES

## REFRESHMENTS



Figure 6

## FEEDBACK FORMS

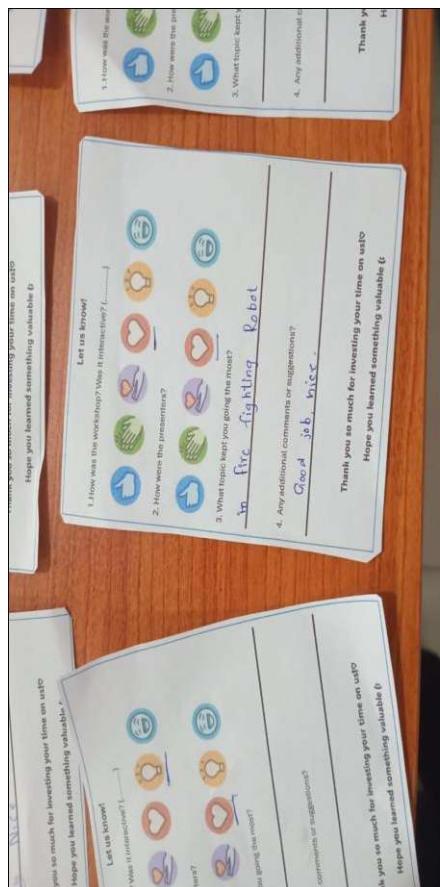


Figure 7



Figure 8

## **Goals and objectives of the workshop**

### **GOALS**

- The goal is to provide attendees a greater understanding of how to conduct project demonstrations and professional presentations.
- Introduce participants to Arduino technology and how that can enhance everyday life.
- To ascertain the areas of weakness of each team member.
- To become better as students of information and communication technologies.

### **OBJECTIVES**

- Educate participants on the basics of Arduino.
- Demonstrate practical Arduino projects.
- Engage participants in discussing Arduino applications.
- Inspire participants to explore technological world further.
- Evaluate participants understanding through Q/A session.
- Engage to improve the participant skills such as soft skills, leadership skills and improves the coding, circuit design and problem solving knowledge.

### **Team roles with each member introducing their role.**

### **TEAM MEMBERS**

1. Thenuk : Team Leader, Presentation Creation



Figure 9

2. Darshana : practical explanation



Figure 10

3. Faaz : equipment overview

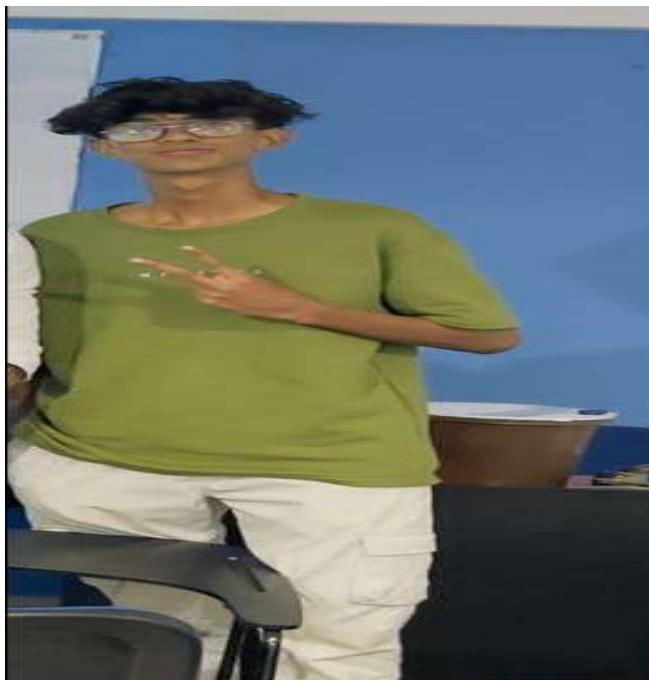


Figure 11

#### 4. Shabith : introduction



Figure 12

#### 5. Aashik : presenter,e-certificate issuer



Figure 13

6. Yoousf : budget handler



Figure 14

7. Apsara : presenter, preparing questionnaires



Figure 15

8. Risadi : presenter, preparing questionnaires.

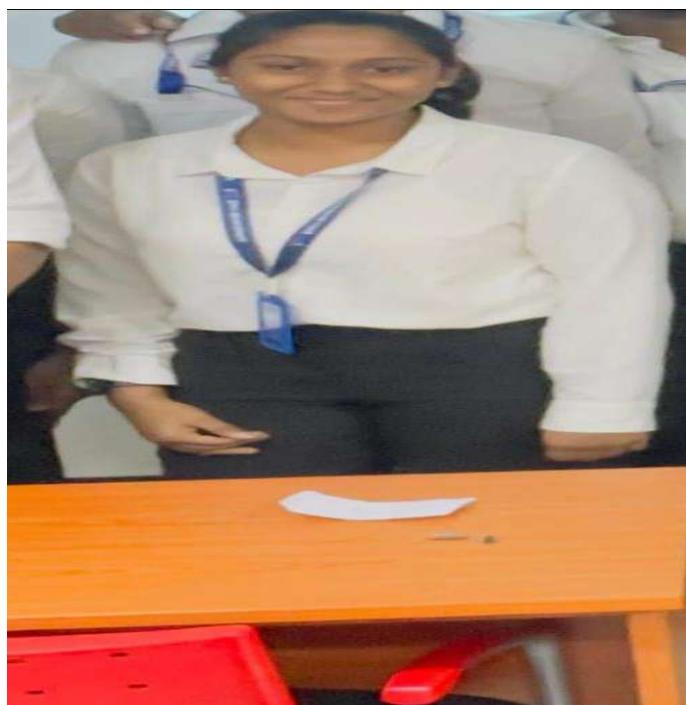


Figure 16

9. Kavindu Eranda : poster creation



*Figure 17*

10. Kavindu herath : refreshment



Figure 18

### **1. Team Leader and Presentation Creation**

**Name** - Thenuk

**Role**-Coordinating all activities and creating presentations

### **2. Creating and Describing the demonstration**

**Names** - Darshana, Faaz, Shabith, Aashik

**Role** - Creating and detailing Arduino projects and demonstrations.

- Handling Equipment

### **3. Budget handler**

**Name** -Yusuf

**Role** - Managing the budget, ensuring all expenses are accounted for.

### **4. Documentation and Questionnaire creation**

**Names-** Risadi, Apsara

**Role:** Designing and preparing questionnaires.

Keeping records.

Documenting the process.

## 5. Refreshment Manager

**Name –** Kavindu herath

**Role -** Arranging and managing refreshments for participants.

## 6. Poster Creation

**Name -** Eranda

**Role -** Designing promotional posters and visual materials.

## 7. Photographer and E-Certificate Issuer

**Name -** Aashik

**Role -** Capturing photos during the event and handling e-certificate issuance.

The evaluation of interpersonal skills of each member justifies our assigned roles in the team. Our leader Thenuk, Apsara, Darshana, Faaz, Aashik and Shabith had excellent communication skills and was able to good apparent in they workshop. yoousf as a equipment manager . apsara and Risadi who had make the questionnaire and documentation. Kavindu eranda had excellent skill to create a poster attractively and e-certificate issuer and presenter was Aashik. Yoousf who had experienced in marketing side he can manage cost of the refreshments. And the yousuf as a budget manager and the precenter and the creator of smart bin, fire fighting robot and logic gate circuit in the workshop.

Our project's success was greatly dependent on all of these many interpersonal skills, and our team's ability to function well together was made possible by the diversity of talents and abilities.

## The team's plan to ensure effective communication.

## COMMUNICATION WITH IN TEAM

- \* Since the beginning had an Effective communication
- \* Used mainly two ways to communicate;

### **Communicate using WhatsApp**

- Primary media of communication
- Sharing Updates on task completion
- Used to know the group preference -WhatsApp Polls
- Real Time discussions and clarifications.

### **Arranging Physical meetings**

- Held regular meetings during lecture days
- Addressed any concerns arisen during WhatsApp chats

### **Professional schedule of the workshop.**

<b>Professional Schedule</b> <b>SIMPLE PROJECTS WITH ARDUINO</b> <b>Group number-1 HND IN COMPUTING Batch 107</b>	
<b>Goal</b> <b>Introduce participants to Arduino technology that can enhance everyday life.</b>	
<b>Objective</b>	<ul style="list-style-type: none"> <li>➤ Educate participants on the basics of Arduino.</li> <li>➤ Demonstrate practical Arduino projects.</li> <li>➤ Engage participants in discussions about potential applications of Arduino technology</li> <li>➤ Inspire participants to explore technological world further</li> <li>➤ Evaluate participants understanding through Q&amp;A</li> </ul>

<b>Scope</b>	<p><b>ICT Sector: Arduino Technology</b></p> <ul style="list-style-type: none"> <li>➤ What is Arduino Technology?</li> <li>➤ Equipment use to create simple machines.</li> <li>➤ How to create them?</li> <li>➤ Advantages and challenges of creative work.</li> </ul> <p><b>Soft skills</b></p> <ul style="list-style-type: none"> <li>➤ Problem solving skills.</li> <li>➤ Critical Thinking.</li> <li>➤ Creative Thinking.</li> <li>➤ Paying attention to details.</li> </ul>
<b>Key stakeholder</b>	Team members and the students of ESOFT Metro Carnpus

Time frame	Duration	Work to be done	Explanation
	30 minutes	Introduction to the workshop	Will introduce the topic, team members as well as the content
	1 hour	<p>IT workshop related to arduino technology.</p> <ul style="list-style-type: none"> <li>➤ Equipment can use.</li> <li>➤ Possible creations can do.</li> <li>➤ Practical scenarios which apply the same principles.</li> <li>➤ How to program those machines.</li> </ul>	<p>Will describe how to work with the equipment, how these technologies connected with the everyday life.</p> <p>Also we will explain advantages of this technology. Challenges of creating simple machines and how to overcome them.</p>

	1 hour	<p>Soft skills development related to the workshop topic</p> <ul style="list-style-type: none"> <li>• questionnaire related to the workshop</li> <li>• A demonstration (smart bin) using equipment.</li> </ul>	<p>Will do a simple demonstration using some equipment which will inspire audience.</p> <p>Will access the knowledge presented throughout the session and answer any concerns that arise from the audience.</p>
	30 minutes	<p>Feedback collection / certificates distribution</p>	<p>Will collect feedback from the audience and gather the necessary details to send out the E-Certificates.</p>

## Fundraisers and budget of the event

### ➤ Budget of the event

Budget of the event	expenses	quantity	Unit price	Total cost
	Cake	20	20	400
	Milk packs	20	100	2000
	Certifictes	20	50	1000
			TC	xxxxxx

---

Category	Items	Quantity	Total
Fire Fighting Robot	Arduino Uno	1	1650
	Flame Sensor	3	700
	Chechies	1	2600
	Motor Driver	2	950
	Servo Motor	1	450
	Battery	3	2000
	..etc		5000
Sub Total			13350
Smart Bin	Arduino Nano	1	1000
	Bin	1	300
	Servo Motor	1	450
	Ultra Sonic Sensor	1	550
	Battery	2	1200
	..etc		1200
Sub Total			4700
Logic Gate Circuit	Breadboard	1	250
	Battery	5	500
	LED Lights	60	400
	IC	5	400
	..etc		500
Sub Total			2050
Refreshments	Ice Cream	30	5400
Grand Total			25500

Figure 19

## ➤ Fund raising for the event

We first examined what we should consider. The main purpose of this event raise money for the workshop by holding entertainment event.

NAME	FUND RAISING				
	Rs.500	Rs.500	Rs.500	Rs.500	Rs.2000
Thenuk	500	500	500	500	2000
Yousuf	500	500	500	500	2500
Apsara	500	500	500	500	2000
Darshana Karunaratna	500	500	500	500	3000
Kavindu Eranda	500	500	500	500	2500
Kavindu Herath	500	500	500	500	3500
Aashik	500				500
Fayas	500	500	500	500	2000
Risadi	500	500	500	500	2000
Shabith	500	500	500	500	2000
Tea Store					3500
					25500

Figure 20

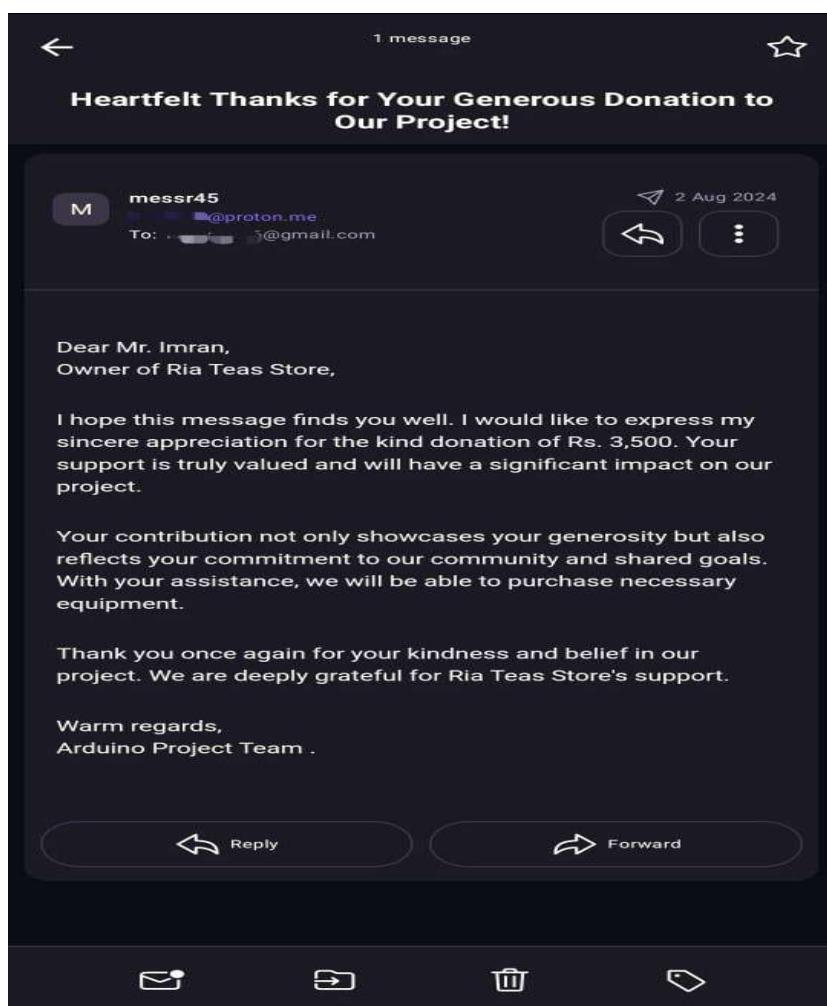


Figure 21

- Gantt chart of the event



*Figure 22*

### What are Interpersonal Skills?

The category of soft talents includes interpersonal abilities. In order to initiate, develop, and maintain connections, we use interpersonal skills when interacting and speaking with people. These intrinsic and developed social skills are used in social circumstances relevant to your profession, education, and personal life. They are also referred to as people skills. The Partnership for 21 st Century Skills lists these abilities as being able to work creatively with others, communicating clearly, collaborating, adjusting to change, flexibility, dealing successfully with varied teams, mentoring and leading people, and being accountable.

Communication is essential for fostering human connection in a variety of spheres of life, including relationships, education, business, and social interaction. Some of the most important catalysts for communication include the following:

- Building relationships
- Sharing ideas and thoughts
- Resolving problems
- Knowledge transfer
- Achieving goals
- Supporting individual growth

The ability to transfer ideas or information in a way that is understood and interpreted as intended is referred to as effective communication. The following are some crucial elements of good communication:

Verbal communication is the process of conveying information or a message to another person via spoken language. This type of communication happens most frequently and uses words as well as other vocal signals to communicate meaning. Verbal communication can occur in many

different contexts, such as face-to-face meetings, phone calls, video conferences, speeches in public, and presentations.

On the other hand, nonverbal clues including body language, voice tone, facial expressions of emotion, and eye contact are a part of nonverbal communication. One can express thoughts, feelings, and goals through this type of mental communication

## **Examples for Interpersonal Skills**

- 1. Communication:** Information must be sent and received through a variety of verbal and non-verbal techniques. You employ communication skills when you give a presentation at work, collaborate with your co-workers, discuss a concern with your manager, or get clarification from a customer regarding a project. They are crucial to creating fruitful business connections. (Short, 2024)
- 2. Empathy:** At its most basic level, empathy is simply being aware of how other people are feeling. The connection between oneself and others is a crucial component of emotional intelligence since it enables us as humans to comprehend what others are going through as if we were actually experiencing it. (Short, 2024)
- 3. Active Listening:** We frequently forget what we hear. According to research from the Harvard Business Review, the average listener only retains 25% of a discussion or lecture two months after it was given. Greater comprehension should result through active listening, which calls for much more intense focus and empathy. According to scholar Harry Wager, it is the act of listening intently to what someone is saying in order to show unwavering acceptance and objective evaluation
- 4. Verbal communication:** Verbal communication refers to efficiently expressing your ideas orally, or through talking. In the realm of business, effective verbal communication is crucial. The value of verbal communication cannot be overstated. Whether it is in a weekly meeting or a presentation to stakeholders. People always remember someone who communicates effectively, charismatically, and with clarity.
- 5. Non-Verbal Communication:** The production and perception of any signal, other than voice, that is used to communicate information to another person is referred to as nonverbal communication. The majority of nonverbal communication is described in terms of speech modification strategies like changing one's voice volume or pace, but not in terms of the explicit coding and grammar found in spoken language. Nonverbal behaviours are regarded as essential components of the communication process, both in terms of production and perception.
- 6 Conflict Resolution:** Everyone benefits from understanding and using the fundamental skill of workplace dispute resolution. It is the process by which you and one or more others resolve a disagreement, conflict, or misunderstanding that could result from having different viewpoints, goals, or approaches. You might be a mediator, a third party, or a party to the problem who approaches it from a different being able to handle and resolve them is crucial (Short, 2024)

(milo, 2024) *Figure 23*

### **Belbin's Theory**

According to Belbin, you may enhance your contribution to the team by managing your limitations and using your strengths as a team member by being aware of your place within the team. Belbin's idea, developed in the 1970s, is widely used in organizational psychology and team-building contexts. The Belbin model is frequently used by team leaders and team-development specialists to assist in the creation of more balanced teams.

(simon, 2017) *Figure 24*

### Introducing team member roles according to Belbin's theory

Job Role	Team member name
Plant	Thenuk Yoousf Aashik
Specialist	Yoousf Apsara Risadi
Shaper	Aashik Erandha
Implementer	Darshana Kavindu hearth
Finisher	Thenuk Apsara
Resource Investigator	Yoousf Eranda
Coordinator	Thenuk Yoousf Aashik Darshana

**1. Resource investigator** - brings ideas to the team by using their natural curiosity.

**2. Team worker** - uses their adaptability to determine the necessary job and accomplish it on the team's behalf, which aids in the team's integration.

**3. Co-ordinator** - It was necessary to concentrate on the team's goals, mobilize the group, and assign tasks sensibly.

4. **Specialist** - gives the team extensive knowledge in a crucial area.
5. **Plant** - Possesses a strong sense of creativity and aptitude for finding novel solutions to issues
6. **Monitor evaluator** - demonstrates objectivity when necessary. providing a logical eye and objectively weighing the team's options.
7. **Finisher** - The best results are obtained when duties are completed and the work is polished and carefully examined for mistakes, meeting the strictest requirements for quality control.
8. **Shaper**- supplies the required motivation to keep the team moving forward without losing concentration or momentum.
9. **Implementer** - It was necessary to establish a practical plan and implement it as quickly as feasible.

#### The day the job role was shared

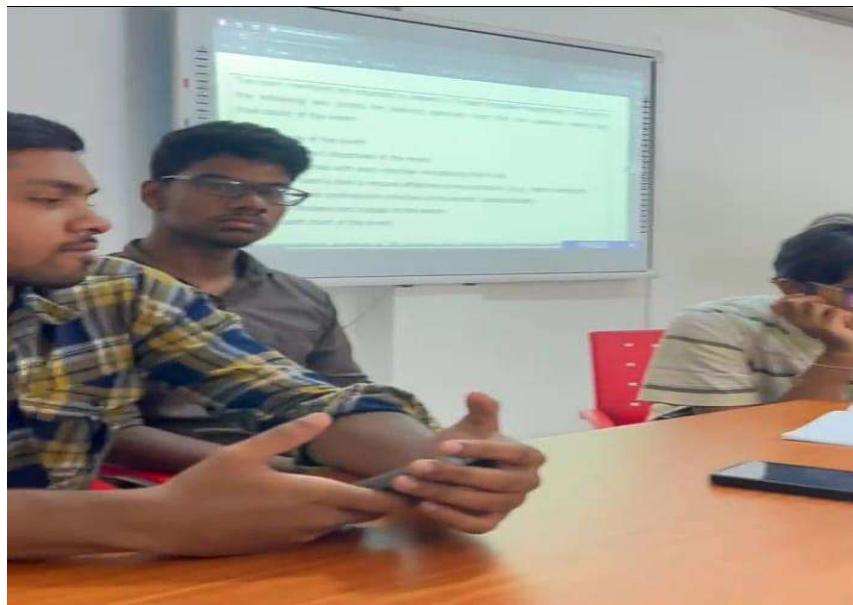


Figure 25

#### Goals and Objectives of our project

##### What is a Goal?

Goals are broad, high-level statements that describe your long-term objectives. They provide meaning and direction. They are usually established for a longer period of time, such as years or a lifetime and the goals are the output of a long time process.

### **What is a Objective?**

The objectives are the ways and actions we did to achieve our goal. They play a major role more the goals to achieve a target. Goals are the foundation for objectives, which are specified, measurable, achievable, meaningful, and time-bound aims.

## **GOALS**

- The goal is to provide attendees a greater understanding of how to conduct project demonstrations and professional presentations.
- Introduce participants to Arduino technology and how that can enhance everyday life.
- To ascertain the areas of weakness of each team member.
- To become better as students of information and communication technologies.

## **OBJECTIVES**

- Educate participants on the basics of Arduino.
- Demonstrate practical Arduino projects.
- Engage participants in discussing Arduino applications.
- Inspire participants to explore technological world further.
- Evaluate participants understanding through Q/A session.
- Engage to improve the participant skills such as soft skills, leadership skills and improves the coding, circuit design and problem solving knowledge.
- selecting the specified student who did not had the skills to take part in a formal presentation or project display was given other responsibilities in the group.
- requesting approval, date and the time from the current instructor for the group that will be the audianvce of the prject.
- Reduce the chances of miss communiction and confuse among team members.
- Frequently rehearsing, conducting meeting and the sharing of information help to achieve the goal

## **Chart prioritizing tasks for our project**

Initial Planning and Team Formation

Start Date: 6th May 2024

End Date: 20th May 2024

Duration: 2 weeks

Define Workshop Objectives and Content

Start Date: 21st May 2024

End Date: 05th june 2024

Duration: 2 weeks

### Research and Resource Gathering

Start Date: 06th June 2024

End Date: 4th July 2024

Duration: 4 weeks

### Create Workshop Outline and Presentation

Start Date: 13th June 2024

End Date: 11th July 2024

Duration: 4 weeks

### Prepare Questionnaire

Start Date: 12th July 2024

End Date: 19th July 2024

Duration: 1 week

### Fixing a date and create a arduino creation

Start Date: 20th June 2024

End Date: 27rd July 2024

Duration: 1 weeks

### Conduct Dry Run and Rehearsals

Start Date: 12th July 2024

End Date: 22nd July 2024

Duration: 1.5 weeks

### Finalize Materials and classrooms

Start Date: 19th July 2024

End Date: 26th July 2024

Duration: 1 week

### **Evidence to the communication styles and formats used to communicate with team members and the outcomes of the communications.**

Before starting the session, we had a verbal conversation with Mrs. Shenali siriwardana, the Program Manager/Lecturer/Department of HND Computing | ESOFT Metro Campus, to arrange a time and get her approval.

### **Evidence of our Physical Meetings and Our Informal Communication through WhatsApp**

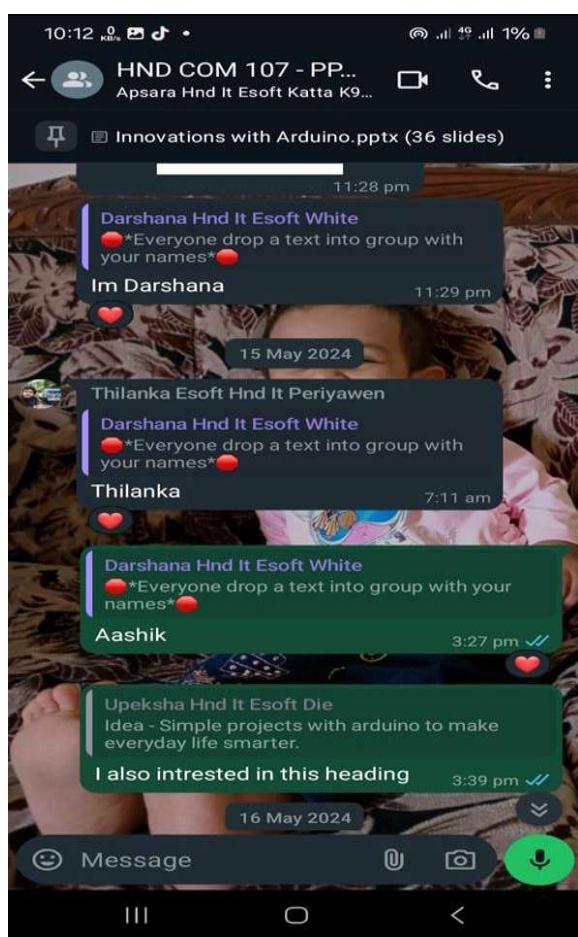


Figure 26

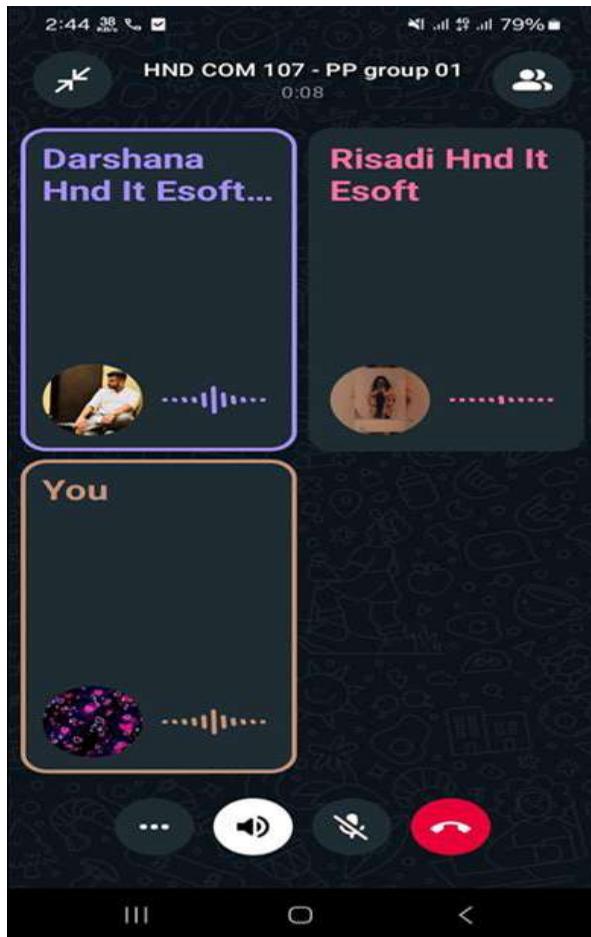


Figure 27

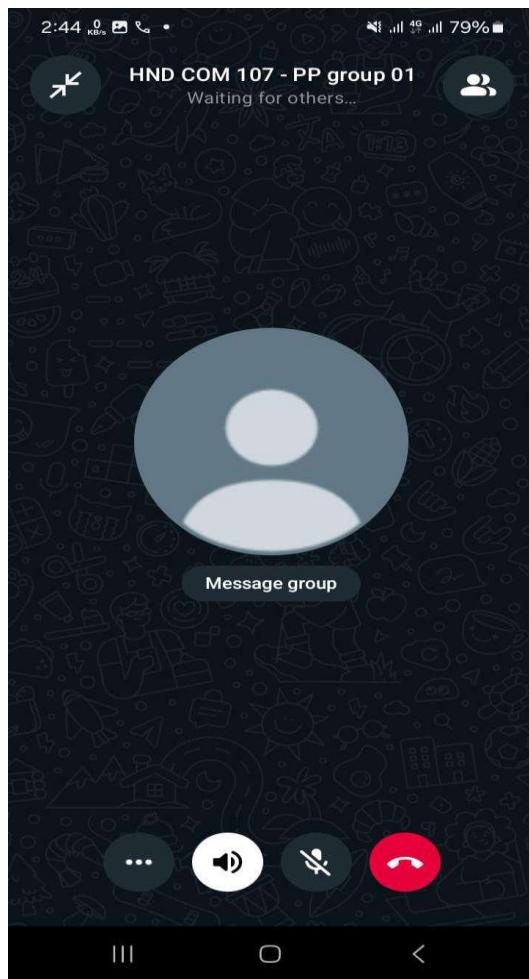


Figure 28



Figure 29

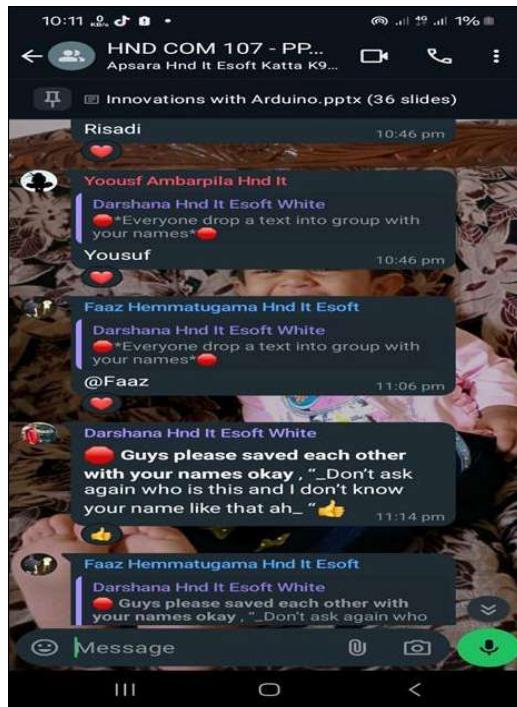


Figure 29

**day of the workshop***Figure 30***Rehearsal day for the workshop***Figure 31*

### Explain the my part in the workshop in front of the audience



*Figure 32*

**Our team members explanation in the workshop**



*Figure 33*



*Figure 34*

Doubt clearing after the workshop by our group members.



*Figure 35*  
Feedback form for workshop

<p>1. Name: _____      2. Email: _____      3. How was the workshop? Was it interactive? (.....)</p> <div style="text-align: center;"> </div> <p>4. How were the presenters?</p> <div style="text-align: center;"> </div> <p>5. What topic kept you going the most?</p> <hr/> <p>6. Any additional comments or suggestions?</p> <hr/> <p style="text-align: center;"><b>Thank you so much for investing your time on us! ☺</b>  <b>Hope you learned something valuable :)</b></p>	<p>1. Name: _____      2. Email: _____      3. How was the workshop? Was it interactive? (.....)</p> <div style="text-align: center;"> </div> <p>4. How were the presenters?</p> <div style="text-align: center;"> </div> <p>5. What topic kept you going the most?</p> <hr/> <p>6. Any additional comments or suggestions?</p> <hr/> <p style="text-align: center;"><b>Thank you so much for investing your time on us! ☺</b>  <b>Hope you learned something valuable :)</b></p>
<p>1. Name: _____      2. Email: _____      3. How was the workshop? Was it interactive? (.....)</p> <div style="text-align: center;"> </div> <p>4. How were the presenters?</p> <div style="text-align: center;"> </div> <p>5. What topic kept you going the most?</p> <hr/> <p>6. Any additional comments or suggestions?</p> <hr/> <p style="text-align: center;"><b>Thank you so much for investing your time on us! ☺</b>  <b>Hope you learned something valuable :)</b></p>	<p>1. Name: _____      2. Email: _____      3. How was the workshop? Was it interactive? (.....)</p> <div style="text-align: center;"> </div> <p>4. How were the presenters?</p> <div style="text-align: center;"> </div> <p>5. What topic kept you going the most?</p> <hr/> <p>6. Any additional comments or suggestions?</p> <hr/> <p style="text-align: center;"><b>Thank you so much for investing your time on us! ☺</b>  <b>Hope you learned something valuable :)</b></p>

*Figure 36*

### Feedback form from the participant about the workshop

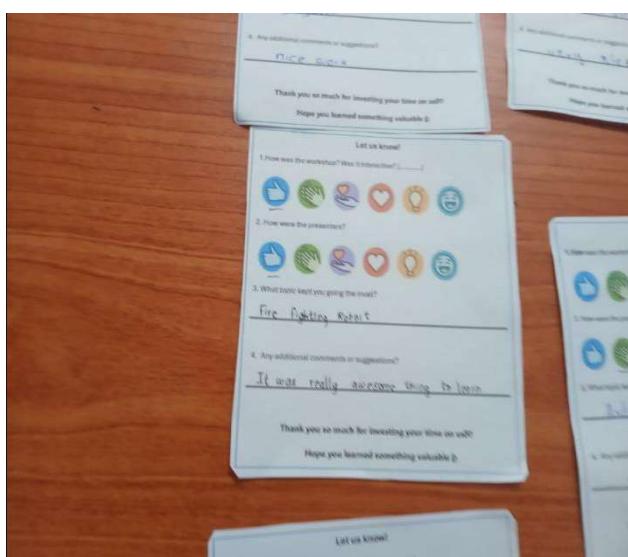


Figure 37,38



Figure 39

## Challenges / problems identified in our project and the plan to overcome them

- The workshop members are not attending for the workshop rehearsals.

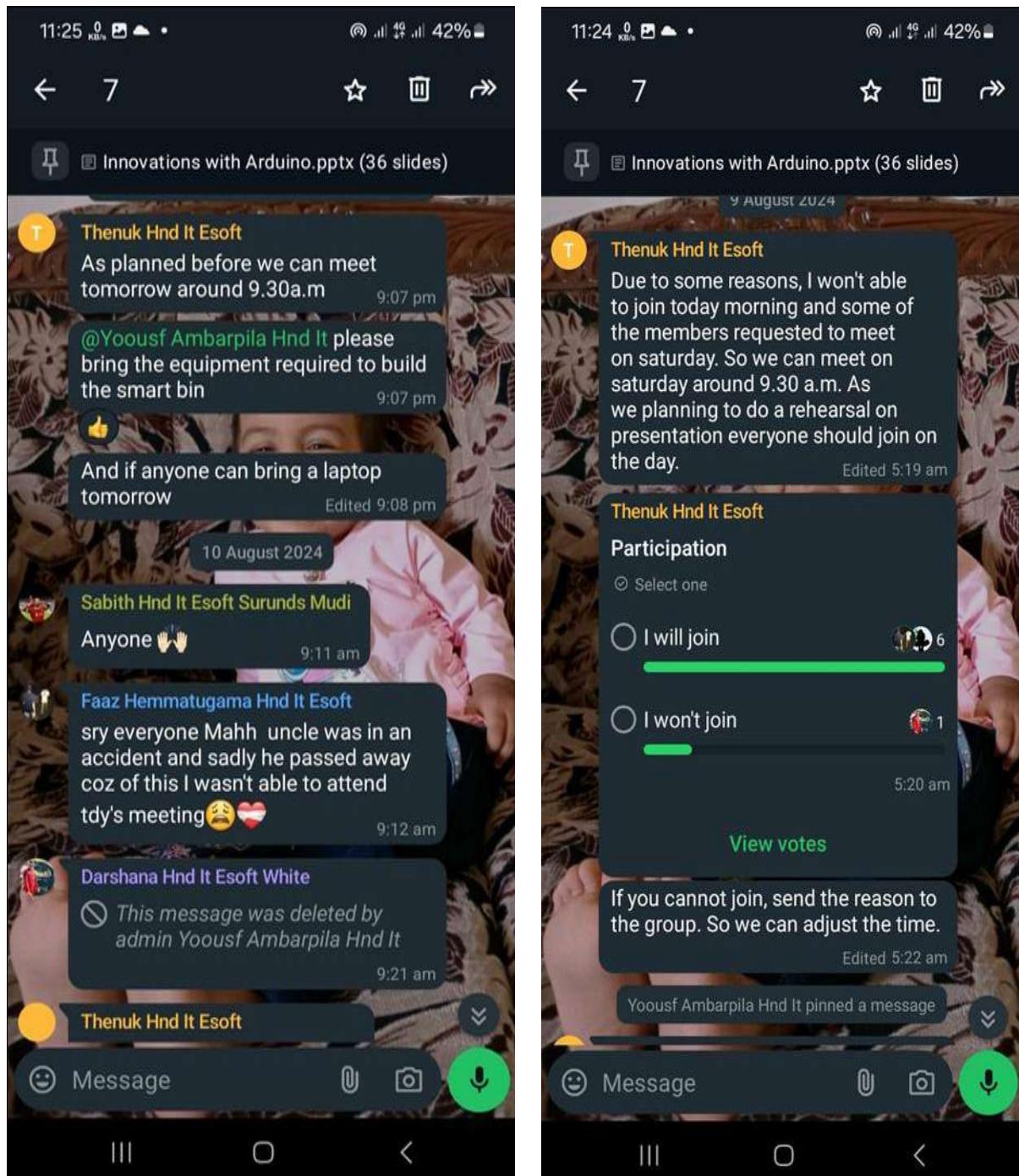


Figure 40,41

### Plan to overcome:

We marked a attendance for the group members in order to participate the workshop and at the end of the workshop we will submit the attendance sheet to the our lecturer

- Not enough members for the workshop to do the presentation part as well as creation part.

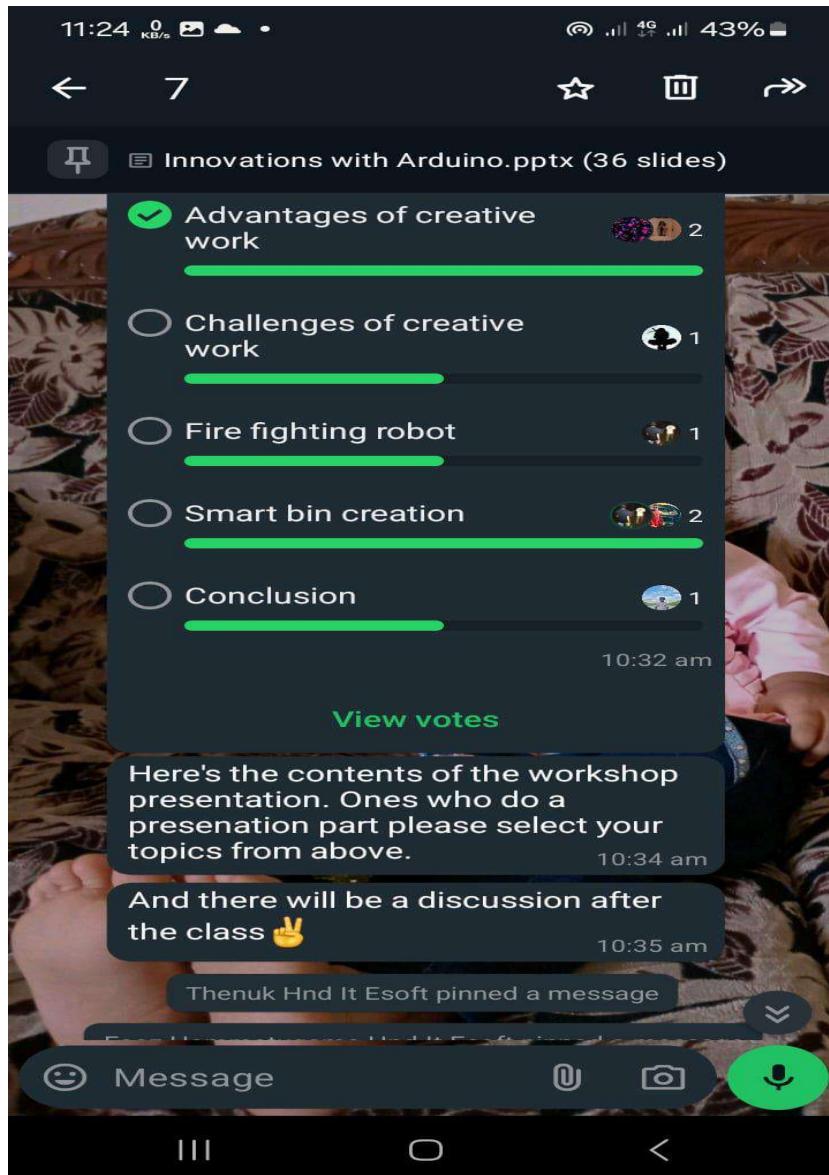


Figure 42

### Plan to over come:

By to this reason we have not enough members for the creation part as well as presenter so we will get help from the seniors from the our campus and pass people for cord for the arduino .

- Due to lower number of members the fund budget will not enough to fulfil the workshop.

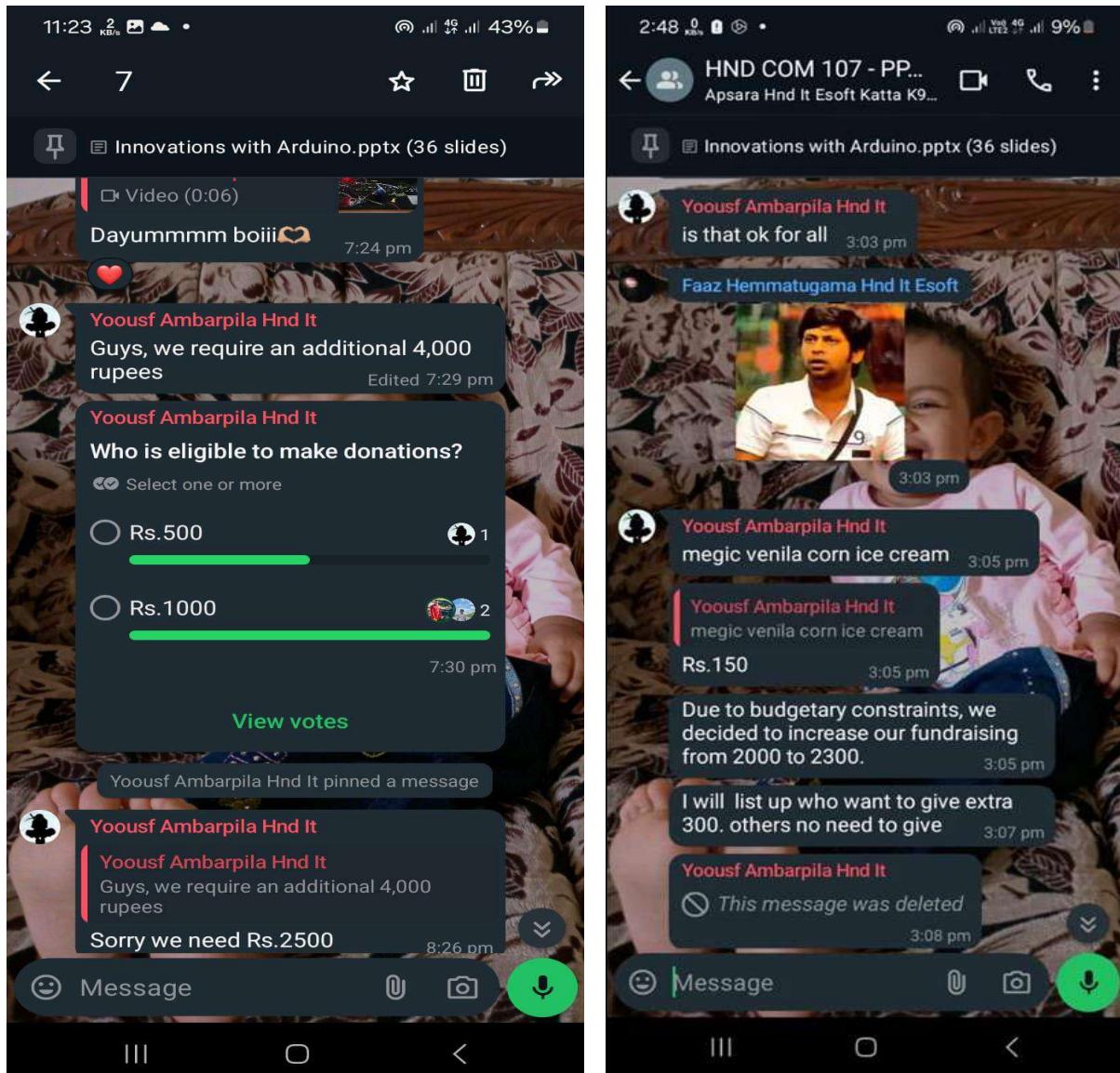


Figure 43,44

#### Plan to over come:

In order to overcome that problem our group members are planned to get a sponsorship from the various famous places.

Identify areas where costs can be reduced without compromising on quality. Look for alternative resources and seek out sponsorship opportunities to help cover costs.

- The members are leaving from the group and we don't have live members in the group in order to conduct the workshop.

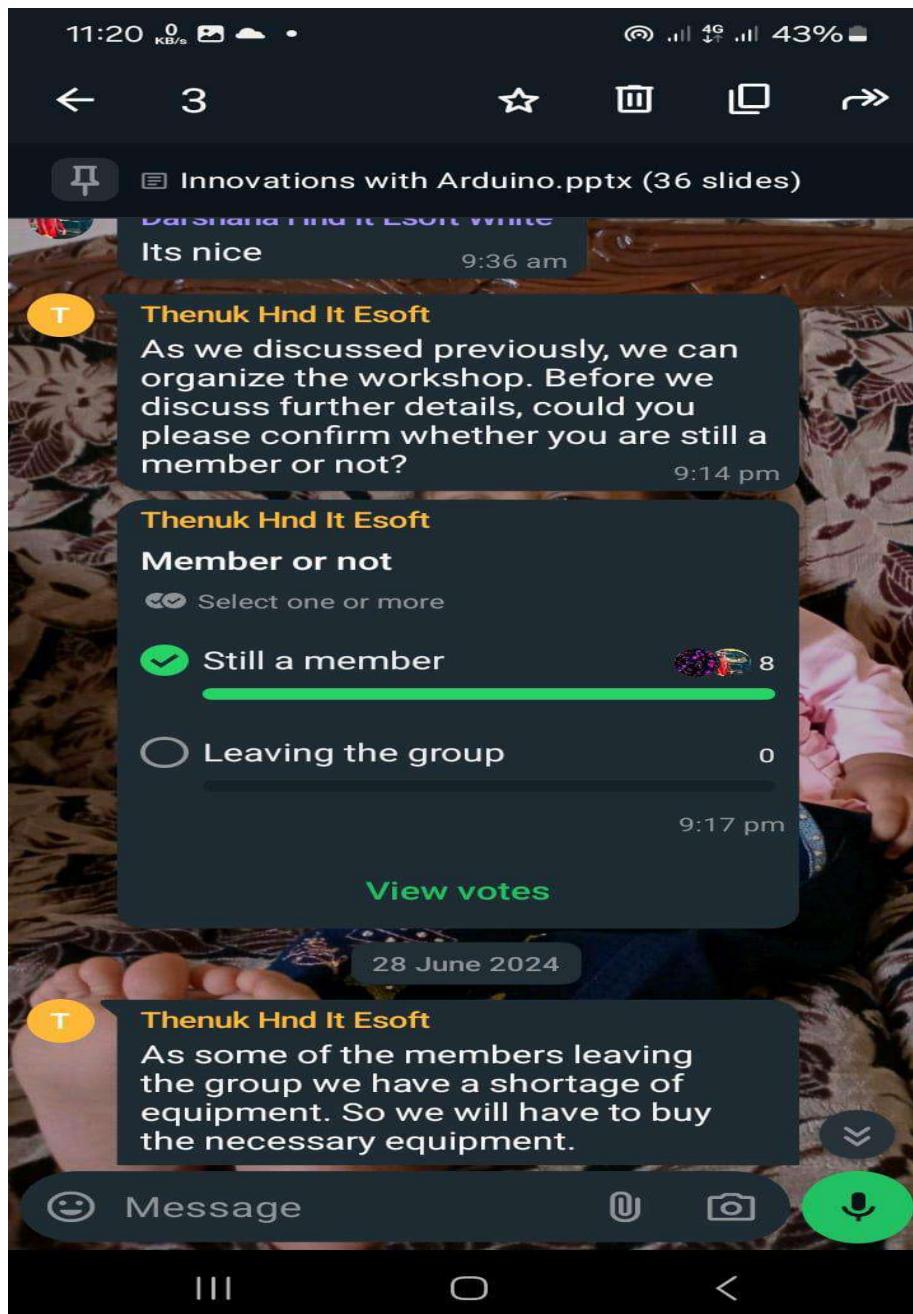


Figure 45

#### Plan to overcome:

Due to the lower number of members our group will plan to do 2 or more activities from a single member.

## Evidences of our Presentation and Slides used



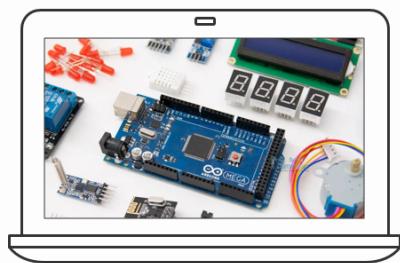
Figure 46

TABLE OF CONTENTS								
01	02	03	04	05	06	07	08	09
Introduction	Goals and Objectives	Structure of the Workshop	Team Task Assignments	Communication within team	Budget of the Event	Professional Schedule	Gantt chart of timelines	Conclusion

Figure 47

## INTRODUCTION

- Team Composed of 9 members
- Venue: ESOFT Metro Campus
- Will be held on weekend day morning hours
- Refreshments will be provided
- E-Certificate will be provided



*Figure 48*

## STRUCTURE OF THE WORKSHOP

- Introducing about Arduino creations and Technology
- Show two creations on the topic
  1. Smart Bin (Create at the workshop)
  2. Fire Fighting Robot (Previously build)
- Conduct a questionnaire on
  1. Equipment which can use
  2. Creations which can build
- Seven of the members will do the presentation.
- Others will handle the technical part.

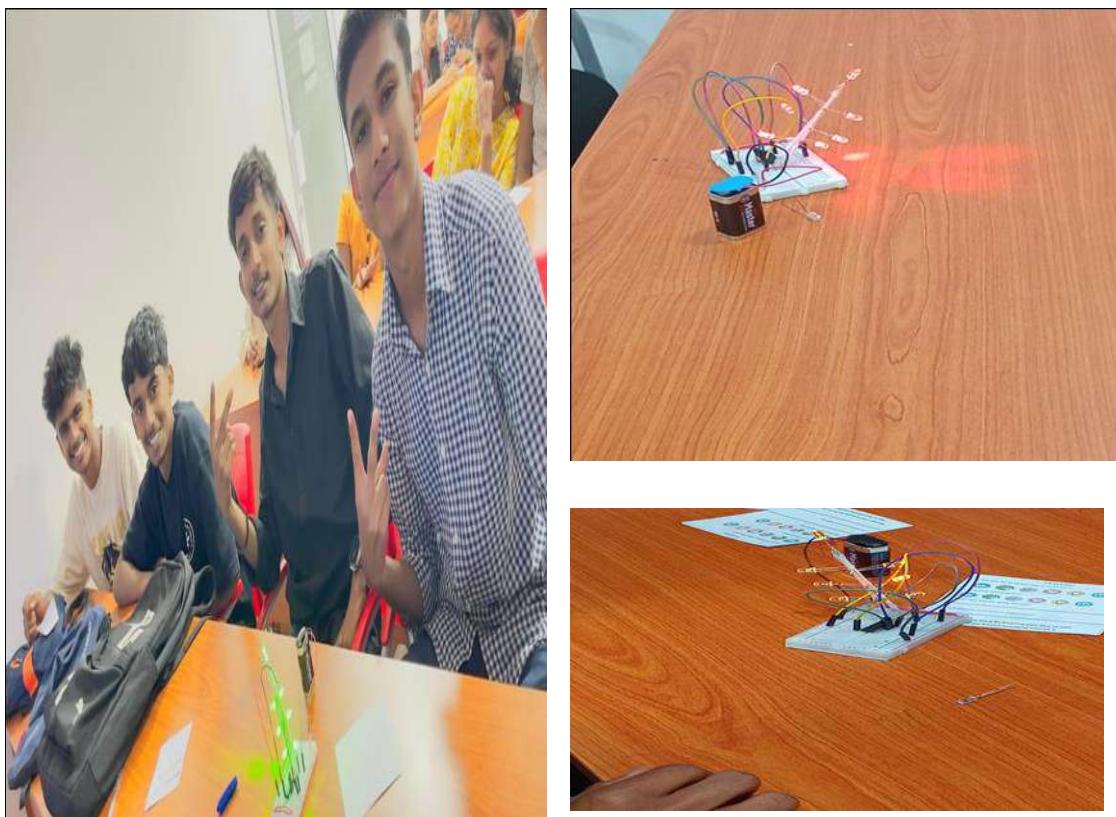


*Figure 49*

### Conducting a soft skill activity



Figure 50,51



*Figure 52,53,54*

#### **Time-management Skills in planning our event**

Effective time management is a critical component of our project planning and execution, as demonstrated by our team's careful processes. Our diligent preparation included a thorough study of project requirements, work prioritization, and the development of realistic timetables. The charts presented above for each topic serve as visual representations of these phases, demonstrating the careful allocation of resources and timeframes. Our team has showed a dedication to ensuring that time is used efficiently and project goals are completed successfully through proactive scheduling, regular progress monitoring, and quick responses to unanticipated problems. These strategic time management strategies not only improve our overall project efficiency, but also demonstrate our commitment to providing high-quality results within the timeframes specified.

**Goals and Objectives:** In order to organize the tasks and provide a deadline for completion, we established specific goals and objectives for our project.

**Making a Project Schedule:** In order to make sure we were on track to reach our objectives, we made a thorough project schedule that included all of the tasks and the associated deadlines.

**Developing a Project plan:** Everyone developed a thorough project plan that included all of the tasks and their dates. This allowed us to monitor progress and verify that we were on pace to fulfil our objectives.

**Giving authority roles:** To make the greatest use of everyone's abilities and knowledge, we recognized team members' strengths and distributed duties accordingly.

**Gantt chart:** To help us make adjustments, we created a Gantt chart that included all of the tasks involved along with the dates and deadlines.

**Workshop Schedule:** In order to ensure that we can stay on track during the workshop to finish all of the scheduled activities, we produced a detailed workshop schedule that included all of the activities and their associated timings.

**Regular Progress Review:** Also held frequent progress meetings to analyse our work in relation to the project timeline and identify any possible delays or barriers. This enabled us to take remedial action quickly in order to keep the project on schedule.

**Good Communication:** In order to be ready for any alterations or updates to the project timeline, we made sure that there was good communication within our team. This kept the workshop moving forward and helped to avoid delays.

**Mission Classification:** Everyone selected the most crucial tasks and prioritized them based on significance and urgency. This allowed us to prioritize and complete the most important things first.

**Personal schedule:** Each team member produced a personal plan with all of their duties and deadlines. This aided us in successfully managing our time and ensuring that we met our respective duties.

Our team demonstrated good time management abilities in both preparing and conducting the training by rigorously following the defined procedures and additional measures. Everyone successfully completed the session on schedule thanks to diligent planning and proactive changes. Following these time-management tactics not only insured prompt delivery but also helped to the overall quality of our work, meeting and even exceeding our client's expectations.

**The implementation and effectiveness of interpersonal skills in the planning and execution of this Workshop**

Interpersonal Skill	How it was Applied Effectively	How it Could be Improved
<b>Active Listening</b>	The trainers attentively listened to participants and replied with compassion and understanding throughout the program.	Facilitators should explore utilizing more visual aids or interactive activities in future workshops to increase engagement and encourage attendees to speak up.
<b>Non-Verbal Communication</b>	To develop a favorable connection with participants, the facilitators employed acceptable nonverbal communication techniques such as keeping eye contact and utilizing open body language.	The facilitators should be more conscious of their tone of voice in order to come across as approachable and welcoming.
<b>Empathy</b>	By addressing participants' concerns and reacting sensitively, the facilitators displayed empathy.	More group discussions and cooperation might be encouraged by the facilitators to build a stronger feeling of community and shared learning.
<b>Conflict Resolution</b>	Conflicts that developed throughout the session were efficiently addressed by the facilitators by listening to all parties and finding a mutually beneficial solution.	Facilitators might predict future conflicts and develop techniques to prevent or manage them before they occur.

<b>Feedback</b>	The tutors gave participants constructive criticism and encouraged them to reflect on their learning.	Moderators might provide additional chances for participants to provide feedback on the session and utilize this feedback to enhance future workshops.
-----------------	---	--

### Justification of the time allocated

TASK	DAYS	JUSTIFICATION
Divide groups	1 day	Divided the class into 4 groups each with 10 members.
Appoint the leader	1 day	Appointed the leader therefore it was easy to do our project work in proper order.
Select the heading	3 days	There were many options to choose from, and we wanted to choose the best topics and give them proper guidance.
Divide subgroups	2 days	Dividing the group into sub-groups was easy to divide the topics among the team members.
Decide what areas to be covered	5 days	The basics of arduino have many parts. Had to choose the best parts which are necessary.
Divide sub-topics within the groups	2 days	We had many sides to cover therefore we divided those topics between the subgroups. It was easy to complete those parts.

Preparing slides	7 days	Slides were prepared by each of the subgroups.
Rehearsals	2 days	As we had some sort of issues, we did our rehearsals via a zoom meeting. We did a demo presentation.
Finding target audience	3 days	We had two options to choose a DTEC batch or a junior batch of HND in computing. We chose batch DiE 176
Budgeting	2 days	We provided refreshments, equipment purchases therefore, we had to budget for them.
Finding a classroom	4 days	We got a classroom in block A of the Esoft metro campus.
Designing certificates	2 days	We designed a certificate of participation to encourage those students.
Getting approvals from the lecturers.	3 days	After designing our certificates and the slides we had to get approvals from our lecturers.

### Personal Schedule

No.	Meeting Date	Meeting Time	Activity
1.	2024/06/18	12.00 pm – 1.00 pm	Attend first meeting – “Introduction and roles for individual
2.	2024/06/19		Capturing picture each of every meeting
3.	2024/06/22	12.00 pm – 1.00 pm	Attend meeting

4.	2024/06/23	12.00 pm — 3.00 pm	Practice the slide to presentation
5.	2024/06/30	12.00 pm – 5.00 pm	Updating the picture taken during the meeting in whatsapp group (our team)
6.	2024/07/02	4.00 pm – 5.00 pm	I asked a senior who had previously programmed a similar event for his thoughts.(photographer ideas)
7.	2024/07/06	4.00 pm – 5.00 pm	Attend meeting – ‘finalized the workshop schedule’
8.	2024/07/07	1.00 pm – 2.00 pm	Prepare slides for a presentation on 'soft skill'.
9.	2024/07/20	1.00 pm - 2.00 pm	Attend meeting – ‘Presentation and practice’
10.	2024/07/21	1.00 pm – 2.00 pm	Attend meeting – ‘poster design’
11.	2024/07/28	12.00 pm- 2.30pm	Attend meeting – ‘Overall discussion'

## Contingencies

- Face-to-face meetings were not feasible, therefore we were forced to rely on organizing virtual Zoom sessions to discuss our program ideas and strategies.
- In case the proposed batch is turned down, we have chosen extra ESoft HND and DTEC batches as a fallback.
- We have prepared backup presentations in case any of the scheduled speakers are unable to show up.
- We've made more e- certificates to accommodate any students who might be interested in taking part, and we've made extra refreshment packages to allow more students who might wish to take part in the program.

## Professional Schedule

Structured plan that individuals create to manage their time effectively and accomplish tasks related to their professional responsibilities. It involves organizing and allocating time for

work-related activities, meetings, projects, and other essential tasks in a way that maximizes productivity and efficiency.

### **Importance of Professional Schedule**

**Time management :** By designating particular times for work, meetings, and projects, a schedule facilitates efficient time management. Procrastination is avoided, and timely completion of crucial tasks is guaranteed.

**Prioritization :** It helps to rank jobs according to their urgency and significance. This guarantees that important tasks or due dates are neither missed or postponed.

**Enhanced Productivity :** People who follow a schedule are better able to concentrate on their work without being side-tracked. Because work is streamlined and structured, concentration and productivity are improved.

**Decreased Stress :** Having control over everyday tasks stems from having a well-planned routine. It reduces feelings of overload by dividing work into little, doable chunks.

**Effective Workflow :** By generating a daily or weekly schedule, it simplifies workflow. Having a clear understanding of what needs to get done when is essential to keeping a productive workflow.

**Better Work-Life Balance :** Professional schedules make it possible to set aside time for leisure, family time, and personal interests in addition to work-related tasks. This equilibrium enhances general wellbeing.

### **Self-reflection of interpersonal skills.**

Because it enables people to both perceive and interpret their own feelings as well as those of others, emotional intelligence, also known as the capacity to comprehend and control emotions, is seen as an interpersonal skill. The ability to navigate social circumstances and develop connections can then be achieved using this information. I use my emotional interpersonal abilities, which include an aptitude for understanding people and their emotional states, to enhance the efficacy of the DITEC students. I can connect with the audience by understanding their needs, preferences, and motivations by using emotional intelligence.

Because collaboration is cooperating with others to achieve a common goal, interpersonal skills are essential. Strong team members can work with others, communicate effectively, and assign duties to others to achieve shared objectives. I assisted employees who required support and were having problems because I am an effective team player. To boost the

effectiveness of our project and more precisely achieve our objectives, we divided our team into sub-teams and gave each sub-team a specific task to complete.

Time management is an interpersonal skill that entails developing strategies and know-how for organizing work in a way that improves productivity and minimizes stress. These abilities include things like setting goals, creating a schedule, employing productivity tools, and delegating tasks. As I have great time management skills, I helped our team leader delegate tasks to certain team members based on importance. With the use of this technique, we were able to manage our time effectively and achieve our goals.

## **Discussion on the importance and dynamic of working within a team and the impact of the team working in a different environment.**

### **Working within a team**

### **Team work**

Teamwork is the process of cooperating with others to achieve a common objective. To accomplish a common objective, it requires tight group collaboration and the sharing of work, materials, and ideas. Successful teamwork requires effective communication, mutual respect, trust, and a shared commitment to success.

### **Importance of team work**

In a variety of settings, including businesses, educational institutions, and sports teams, teamwork is crucial to success. Here are some strong justifications supporting the value of teamwork:

1. **Improved problem-solving:** By exchanging ideas and knowledge, a team of people can take on challenging problems and find innovative solutions.
2. **Increased efficiency and productivity:** Work can be finished more quickly and efficiently when tasks are distributed among team members, which boosts productivity.

3. **Enhanced creativity:** When individuals work together as a team, they can benefit from the imaginations, expertise, and perspectives of one another to generate novel, creative ideas.
4. **Improved communication:** People are inspired to actively listen and provide feedback when working in a team, which enhances communication, fosters stronger connections, and reduces confusion.
5. **Shared accountability and responsibility:** Teamwork fosters a sense of accountability among members, which strengthens commitment to attaining common goals.
6. **Personal and professional development:** People can learn new skills, share knowledge, and gain a better understanding of their own strengths and flaws through cooperating.

In conclusion, teamwork is essential for achievement and the growth of solid relationships across a range of domains.

### **Analyzing team dynamics.**

#### **Team dynamics**

"Team dynamics" refers to the behavioral and psychological processes that occur inside a group of individuals when they work together to accomplish a common goal. It encompasses interpersonal interactions and relationships among team members as well as how they work together to solve issues and communicate.

Effective team dynamics are essential for success in a range of settings, including business, educational institutions, and sports teams. Positive team dynamics boost members' commitment to the team's goals, productivity, and motivation. (OSBORNE, 2023)

#### **Characteristics of team dynamics**

There are many characteristics of team dynamics, which include:

1. Trust: Team members must be aware of the organization's objectives, be able to relate to them, understand the importance of their work, and have confidence in their compensation, incentive, and employment security.
2. Accountability: Employees should be held accountable for their work, with good work being recognized and poor work being corrected.

3. Transparency: To avoid misconceptions, effective communication necessitates crystal-clear viewpoints, ideas, and messaging.
4. Efficiency: Time management is necessary to finish activities on schedule, and outcomes are more significant than the length of the collaborative process.
5. Positive attitude: Maintaining team morale requires a positive mindset, even when a project doesn't turn out as planned. It's essential to learn from mistakes and approach jobs with more zeal. (Mankin, n.d.)

## **Problem solving**

### **Problem solving skills**

When hiring new employees, employers place a high priority on candidates who can solve problems quickly and effectively. Problem-solvers are frequently independent, which makes them highly sought-after job applicants. The first step in solving a problem is to quickly pinpoint its underlying cause. Next, you must take suitable action to put the problem's solution into practice.

The capacity to solve issues is viewed as a soft skill, which is an innate quality rather than a skill that can be learned through formal education or training. You can hone your problem-solving skills by becoming more familiar with common issues in your field and soliciting suggestions from more seasoned coworkers. (Doyle, 2024)

Both personally and professionally, being able to solve difficulties is crucial. They are essential for helping people get through challenging circumstances, get beyond roadblocks, and accomplish their goals. Possessing strong problem-solving abilities may aid in career success, better decision-making, increased productivity, flexibility, and enhanced interpersonal interactions.

### **Importance of using different problem-solving techniques**

Using a range of problem-solving techniques is essential since it helps to approach challenges from multiple viewpoints and perspectives. This could lead to more

creative and practical solutions. By utilizing a variety of techniques, you can also avoid becoming stuck in a certain approach or style of thinking, which can improve your ability to solve problems.

### **Steps of Problem-Solving**

**Identify the Issue :** Clearly identify and comprehend the problem or difficulty at hand. Collect important data and facts to understand the nature, extent, and effects of the issue.

**Study the Issue :** Divide the issue into smaller sections. Study the problem's elements, causes, and possible contributing factors. Study the fundamental reasons to comprehend the underlying problems.

**Make a list of Possible Solutions :** Use your brainstorming skills to come up with a list of possible fixes or solutions to the issue. Promote original thought and take into account several options.

**Choose the Best Option :** Based on the evaluation, select the best option. Think about how well it fits with the intended result, the resources at hand, and any possible hazards.

**Put the Solution in Place :** Create a plan of action and implement the selected solution. Make sure all critical measures are taken as you carry out the plan in a systematic way.

**Monitor and Modify :** Keep an eye on the development of the applied solution at all times. Assess its effectiveness and make any necessary modifications or changes.

After resolving the issue, consider the steps involved and gain knowledge. Consider what went well, what could have been improved, and draw conclusions from the experience to apply to future problem-solving initiatives.

### **Different types of Problem-Solving Techniques**

The goal of root cause analysis is to find the fundamental reasons of an issue in order to stop it from happening again. Methods such as the "5 Whys" and Fishbone Diagram assist in identifying the root cause of a problem.

**Six Thinking Hats :** Supports approaching an issue from several angles, or "hats," (such as creativity, logic, emotions) in order to come up with various solutions and take into account various points of view.

SWOT analysis is a tool used in strategic planning and decision-making that evaluates the advantages, disadvantages, opportunities, and threats associated with a situation or choice

## Brainstorming

The impromptu introduction of unique concepts and solutions is a key component of the group problem-solving method known as brainstorming. This approach requires a protracted, engaging discussion in which each group member is urged to think aloud and provide as many ideas as they can based on their varied experience.

Brainstorming combines informal problem-solving methods with lateral thinking, a strategy for coming up with innovative solutions to problems. Some of these ideas might be used to develop fresh, creative approaches to problems, while others might inspire the creation of new ideas. (Bernstein, 2024)

### Importance of brainstorming

Brainstorming is a great tool for anyone looking to promote creativity and innovation. By allowing team members to actively participate and contribute their original ideas, organizations can find innovative solutions to their problems. This method is essential to develop a common awareness of the challenges that can be encountered and the most effective way to solve them, which is necessary for the teams to move forward with confidence and knowledge. If businesses want to grow and remain competitive in the marketplace, they must integrate brainstorming tactics into their larger marketing efforts.

### Here some step for to do brainstorming:

- Step 1 Prepare the group
- Step 2 Present the problem
- Step 3 Guide the discussion

## Types of brainstorming

A variety of brainstorming techniques may be utilized, depending on the issue or goal. The following types are frequent ones:

1. **Mind mapping:** a method for visual brainstorming that entails drawing a diagram to connect concepts and reveal connections between them. This enables the investigation of various options and concepts.
2. **Stepladder technique:** One at a time, new people are brought into the group, enabling each person to express their opinions independently of the others. This can avoid group thinking and guarantees that everyone has an equal opportunity to contribute.
3. **Reverse brainstorming:** In order to use this strategy, you must ask yourself questions such, "How can we make the problem worse?" or "What would happen if we did the opposite of what we normally do?"
4. **Traditional brainstorming:** In order to produce as many ideas as possible, a group of people generates ideas in an unrestricted and uncritical manner.
5. **Nominal group technique:** Individuals come up with ideas on their own and then share them with the group using this strategy. The group reviews and discusses each concept, and then chooses the most promising ones after recording them all.

## How our project benefits from brainstorming

A good way to promote collaboration, creativity, and problem-solving is through brainstorming. Our team saw the benefits of this process firsthand while pursuing the project's objectives. Collaborative brainstorming improved communication, increased sense of involvement, and increased motivation to achieve, which allowed us to work together more efficiently and take ownership of the project.

Additionally, brainstorming helped our team identify potential project-related challenges and come up with effective alternatives. This allowed us to adhere to our timetable and complete the task on time. In general, brainstorming was crucial to our project's success.

## 5 why method

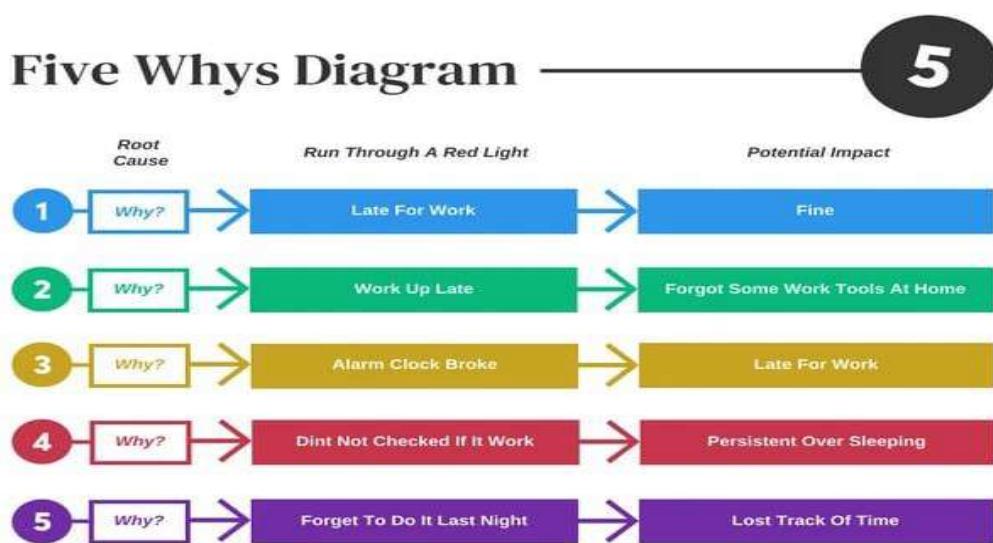


Figure 55

(Anon., 2024)

Using the five whys method, you may investigate the root causes and effects of issues. The main objective is to ascertain the underlying cause of a flaw or issue by repeatedly asking "Why?" The reason for the number five in this sentence is that, according to anecdotal evidence, the answer to the question "why" can generally be found after five attempts. Depending on the complexity of the root cause, it may occasionally require more or fewer whys.

### Problem no: 1

#### Lack of communication among team members

The team, encountering a noticeable lack of communication leading to delays and task confusion during the project, wisely applied the 5 Whys method to uncover the root cause of the problem. By repeatedly asking "why" in response to the initial observation, the team delved deeper into the issues, unravelling the layers of causes and effects. This systematic approach allowed them to move beyond surface-level symptoms and pinpoint the fundamental reasons behind the communication breakdown. In understanding these underlying issues, the team was better equipped to implement targeted solutions that addressed the core problems, fostering improved communication and mitigating the associated challenges in task coordination and **5 Whys method**:

1. **Why** is there a lack of communication among team members?
  
2. **Why** are team members not updating each other about their progress and challenges?

3. **Why** are they not aware of the importance of regular communication?
4. **Why** did we not emphasize the importance of communication in the project plan and provide training or guidelines?
5. **Why** did we assume that team members would naturally communicate with each other and not prioritize communication?

**Found the answers for this questions “why”**

- Because team members are not updating each other about their progress and challenges.
- Because they are not aware of the importance of regular communication and the impact it has on the project's success.
- Because we did not emphasize the importance of communication in the project plan and did not provide training or guidelines on effective communication.
- Because we assumed that team members would naturally communicate with each other and did not prioritize this aspect of the project.
- Because we did not conduct a thorough analysis of the communication needs and preferences of the team members before starting the project.

Based on our findings, we determined that we needed to emphasize communication and establish clear rules for effective communication. Our team devised a communication strategy that specified the preferred routes of communication, the frequency of updates, and the type of information to be shared. We also offered team members with effective communication training and encouraged them to ask questions and share feedback. Team were able to increase communication among team members as a consequence, which resulted in a smoother project flow and on-time job completion.

### **The Drill down Technique:**

The "Drill Down" methodology, also known as "Drill down Analysis," is a method for more deep and granular investigation and analysis of an issue or set of data. It entails breaking complicated topics down into more precise components in order to acquire a better understanding. This method is often used in a variety of domains, including data analysis, problem solving, and decision making.

### **SWOT analysis**



Figure 56  
(Anon., 2024)

### SWOT Analysis:

SWOT Analysis is a strategic planning method used to discover and assess the project's or business venture's Strengths, Weaknesses, Opportunities, and Threats. It offers a detailed review of both internal and external aspects that might influence the success or failure of a certain goal.

#### Each component is explained below:

**Strengths (S):** Internal factors that provide a positive advantage to a project or organization, such as skilled personnel, strong brand reputation, advanced technology, or unique resources.

**Weaknesses (W):** Internal factors such as lack of expertise, outdated technology, inefficient processes, or poor communication can disadvantage a project or organization.

**Opportunities (O):** External factors, such as emerging markets, technological advancements, regulatory changes, or new partnerships, can be leveraged for the benefit of a project or organization.

**Threats (T):** External factors such as economic downturns, intense competition, changing consumer preferences, or geopolitical uncertainties can pose challenges or potential risks to a project or organization.

### Overall Team SWOT

Strengths	Weaknesses
Few members with Strong technical skills	Limited budget
Every team member knows each other very well and has a good bond	Lack of experience in event planning
Diverse skillset within the team	Conflicting schedules among team members
Few members having experience in similar workshop	Limited amount of group members
Good working relationship with other team members	Language barriers with some clients or team members
Opportunities	Threats
Some team members being very skilled in the Topic chosen	Other teams having their workshop on the same day
Potential for collaboration with other teams or organizations	Potential changes in project scope or timeline
Technologies or tools that can improve event planning	Limited availability of desired event venues
Potential for increased funding or resources	Unforeseen technical issues or equipment failure

	Late responses from authorities in the institute regarding our necessities
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## Individual SWOT

Strengths	Weaknesses
<ul style="list-style-type: none"> <li>• Excellent organizational and time management skills</li> <li>• Strong technical photography skills</li> <li>• Ability to successfully communicate and interact with team members</li> </ul>	<ul style="list-style-type: none"> <li>• Fear of performing on stage</li> <li>• There is a fear of appearing on stage. There is no efficient communication among team members.</li> </ul>
Opportunities	Threats
<ul style="list-style-type: none"> <li>• Practice in front of team members to prevent stage fright.</li> <li>• Possibility to hone soft skills</li> <li>• Figure out how to manage your time.</li> <li>• Has the potential to improve interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Spending more time on something implies having less time to finish other duties.</li> <li>• Inability to attend meetings owing to personal circumstances.</li> </ul>

## Fish bone analysis

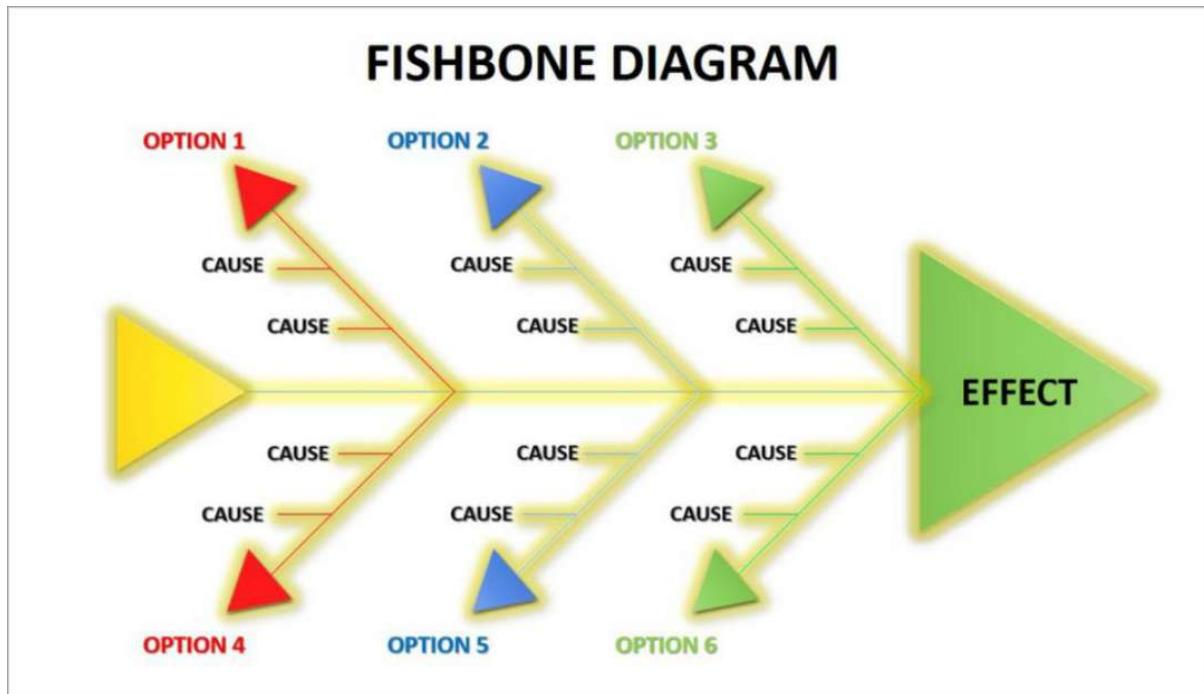


Figure 57

Fishbone diagrams are frequently used in root cause analysis to identify problems with product development or quality control. They A fishbone diagram is a problem-solving method that uses a fish-shaped diagram to show the roots of problems and take into account potential solutions. It is also known as a herringbone diagram, a cause-and-effect diagram, or an Ishikawa diagram in honor of its inventor Kaoru Ishikawa.

are employed in a process called mind mapping and brainstorming that many students find useful, as well as in the healthcare and nursing industries. (George., 2024)

### Importance of fishbone diagram

Both individuals and teams can utilize the fishbone diagram to identify the underlying reasons of a problem or issue. By visually representing the numerous factors that contribute to the issue, this diagram helps in determining the root cause of the problem. It is easier to develop and implement solutions when the root cause of the issue is identified. By visually representing the numerous factors that contribute to the issue, this diagram helps in determining the root cause of the problem. Identifying the root of the issue makes developing and implementing solutions easier. The solution procedure is made more efficient by the fishbone graphic.

A useful tool for making decisions, dealing with issues, and seeking continuous improvement is the fishbone diagram. It helps identify the root of problems, promotes cooperation and communication, and finally leads to better and more lasting solutions.

## Critical path analysis

The "critical path method," also referred to as "critical path analysis," is a project management strategy that entails determining all the tasks required to finish a project, their durations, and the connections between them. This technique can be used to rearrange the project before and during execution to ensure timely completion and delivery of project deliverables. It also aids in predicting if a project can be finished within a given timeline. The project manager starts off by outlining each action, along with its anticipated completion time and priority. The procedure is then physically or digitally diagrammed. (University at Buffalo, 2024)

### Importance of critical path analysis

When planning a project, it's important to determine how long each step will take. This makes deciding when to start projects that rely on earlier ones being completed easier. These calculations also indicate the earliest time at which each task must be finished in order for the next phase to start. Without a diagram, it may be difficult for everyone engaged to stay on top of the project's main goals due to their connectivity. The visual aid also makes it easier to comprehend the potential long-term consequences of departing from the intended path of action.

### How critical path analysis was used to our project

In our project, critical path analysis was performed to pinpoint the most crucial steps and how they interacted. To begin, we made a list of all the tasks needed to finish the project and determined how much time each one would take. Based on these projections, we built a network diagram to display the connections between tasks and the anticipated time for each action.

We were able to determine the crucial route using critical path analysis thanks to the order in which tasks were to be finished on time for the project to be finished by the deadline. We labored to finish the crucial route projects on time and on a tight budget. Additionally, we found tasks that weren't on the essential path but may still harm the project if they weren't finished on time.

We often updated the critical path analysis to take into account any changes to the project's scope, timing, or resources in order to keep it on track. We were able to adjust our project plan as a result and complete it on schedule.

By using critical path analysis, we were able to spot potential delays early on and concentrate on the most important tasks, which allowed us to finish the project on schedule and within our projected budget. It also helped us adequately inform stakeholders about the project's progress and any potential issues.

## **Using critical thinking to develop a solution to the highlighted flaws in the training event's planning and design**

Our team used critical thinking as a team to solve problems that developed throughout the training event's planning and design phases. To examine the difficulties and offer viable solutions, we used a thorough and analytical approach. The measures that were employed to do this are as follows:

### **Define the problem:**

To address the problems of organizing and developing the training event, our team began by accurately describing the issue. This allowed us to zero in on the root source of the problem and focus our efforts on correcting it.

### **Gather information:**

Our team gathered and assembled all relevant information about the situation, including reports, stakeholder input, and data. As a result, we were able to get a thorough knowledge of the problem and its implications.

### **Analyse the information:**

Our team thoroughly examined the acquired facts using critical thinking and reasoning abilities. Our team were able to find probable causes and remedies for the situation at hand by recognizing patterns, trends, and linkages in the data.

### **Evaluate the options:**

Our team evaluated the proposed options based on their practicability, efficiency, and probable consequences. Everyone weighed the benefits and drawbacks of each option and made a choice based on the best option for efficiently resolving the situation.

### **Implement the solution:**

Our team designed a clear and concrete plan for problem execution after picking the best solution. Everyone allocated responsibilities and deadlines to team members and evaluated work on a regular basis to verify that the solution was properly executed.

### **Review and improve:**

Our team thoroughly examined the solution's effectiveness and made any required changes to increase its usefulness. Our team documented the entire procedure for future use in similar problem-solving scenarios.

Using critical thinking, our team were able to discover effective answers to the challenges we faced when planning and developing the training session. This strategy helped us make educated judgments, solve challenging challenges, and achieve excellent results.

## **Evaluation and justification of the Methodology used**

In confronting the challenge of limited resources and budget constraints for our event, the strategic application of a SWOT analysis proved instrumental in providing a holistic understanding of our situation. The analysis encompassed an evaluation of internal team dynamics, such as strengths in event planning expertise and weaknesses in inadequate funding and staffing, as well as external factors like potential collaboration opportunities with local businesses and threats posed by competition from other events. This method not only facilitated a comprehensive view of our position but also pinpointed specific areas requiring attention and improvement.

Armed with the insights gleaned from the SWOT analysis, we transitioned into crafting a strategic plan that strategically leveraged our strengths and opportunities while addressing our weaknesses and mitigating threats. For instance, we directed our efforts towards targeted fundraising initiatives and harnessed the power of social media as a cost-effective promotional tool. This strategic approach allowed us to align our actions with the identified factors critical to our event's success and enabled us to navigate within the budgetary restrictions. The SWOT analysis, therefore, served as a guiding framework, steering our decision-making towards optimizing resources and developing a well-rounded plan that ultimately contributed to the successful execution of the event.

In retrospect, the SWOT analysis technique not only aided in the initial problem-solving phase, but it also laid the groundwork for continued decision-making throughout the event planning process. It enabled us to adapt to changing conditions, capitalize on new possibilities, and address difficulties in a proactive manner, demonstrating its long-term usefulness as a strategic instrument for resource efficiency.

## **Evaluation of the Methodology used**

The decision to employ the SWOT analysis methodology to tackle the challenge of limited resources and budget constraints showcased the team's strategic thinking. By delving into the internal strengths and weaknesses of the team, they gained a deep understanding of their capabilities and limitations. This introspection allowed them to make informed choices on resource allocation, identifying areas where they could maximize impact despite the constraints. Simultaneously, examining external opportunities and threats in the event environment broadened their perspective, enabling the team to proactively adapt their strategies to leverage opportunities and navigate potential pitfalls.

The SWOT analysis proved to be a holistic approach, offering a comprehensive view of the situation and illuminating areas for improvement. Its utility extended beyond mere identification of issues; the analysis was instrumental in evaluating the feasibility of various solutions. This critical assessment facilitated a more nuanced decision-making process, where the team could weigh the potential outcomes against their limitations. The SWOT framework also provided a structured and systematic approach to problem-solving, aligning with the team's belief in the methodology as a useful tool for guiding their efforts.

The effectiveness of the SWOT analysis became apparent as it guided the team in focusing their resources and attention on specific areas identified through the analysis. This targeted approach allowed them to address key factors that could influence the event's success or failure. Consequently, the team successfully delivered the event within the constraints of their budget, showcasing the practical application and success of the SWOT analysis methodology in dealing

With challenges related to limited resources and financial limitations

## **Justification regarding how the chosen technique assisted us in effectively resolving the challenge and meeting the project objectives**

The SWOT analysis helps us in identifying the strengths, weaknesses, opportunities, and threats associated with the problem of restricted marketing reach. Our team were able to

acquire a complete grasp of the existing situation and prospective areas for development as a result of this.

Through this approach, we were able to identify our assets, which included our focused staff and field knowledge. We also discovered flaws such as a lack of finances and marketing experience. We found potential such as social media marketing and partner cooperation. As risks, we found competitiveness and a shortage of finance.

Thanks to the SWOT analysis, we were able to build a marketing plan that maximized on our strengths and opportunities while limiting our weaknesses and threats. Our team focused on social media marketing since it allowed us to reach a wider audience with fewer resources. We also worked with local companies to promote our event and provide discounts to customers. In tackling our issue of restricted marketing reach, the SWOT analysis proved to be a useful tool. It allowed us to take a strategic approach and develop a strategy that was both practical and successful in accomplishing our project objectives.

### **What is a team?**

A team is a collection of people who collaborate to achieve a common goal or target. To accomplish common goals, they cooperate, delegate tasks, and enhance one another's abilities. Teams can be organized for a variety of purposes, such as community projects, sports, enterprises, and academic pursuits. They frequently consist of individuals with a range of abilities, backgrounds, and specialties, combining their skills and efforts to do things more quickly than they could on their own. Strong communication, respect for one another, a shared set of values, and a group dedication to reaching objectives are characteristics of effective teams.

### **Importance of working in a Team**

- Multiple viewpoints and Skill Styles
- Increased Originality and Creative thinking
- Enhanced Productivity and Efficiency
- Increased Communication
- Complementary Encouragement and Inspiration
- Learning and Personal Development
- Decision-Making and Problem-Solving
- Effective Resource Utilization
- Adaptively and Durability
- Developing Connections

### **Team Goals and Objectives**

The primary purpose of the arduino board and soft skills program is to provide participants with a thorough grasp of the symbiotic link between technology and interpersonal talents. The goal of this session is to bridge the gap between technological advances in arduino creation and the necessary soft skills for effective integration and deployment. The main objective is to provide participants with the knowledge and capacities required to navigate and succeed in an increasingly in new creation by promoting a dual focus on technical elements of arduino and the development of critical soft skills. Finally, the program aims to enable create individuals to creations while also developing the interpersonal skills required for effective cooperation, communication, and adaptation in the workplace. Additionally, the project aimed to improve the interpersonal and professional skills of the team members by assigning those specific roles and responsibilities and promoting effective communication and collaboration throughout the project in an IT environment.

### **Dynamic team**

A collection of people that are adaptive, flexible, and responsive to changes and challenges are referred to as a dynamic team. This group excels in adapting to changing conditions and settings and can change with the times. Members of a dynamic team are able to contribute a variety of viewpoints and skill sets because they value creativity, cooperation, and open communication. These teams are good at managing complicated jobs, solving problems, and accomplishing common objectives in dynamic, everchanging work environments because they are proactive, agile, and able to swiftly adjust to new circumstances.

### **Characteristics of Dynamic Team**

Responsibility

Free Communication

Strong Leadership

Trust and Collaboration

### **Importance of Team Dynamic**

In any group project, team dynamics the interactions and connections between team members are crucial. They influence a team's general ambiance, output, and efficacy. Good team dynamics encourage members to exchange ideas, work together on projects, and take advantage of a variety of skills in order to create an atmosphere where collaboration

flourishes. Because of the way that diverse viewpoints inspire original ideas and innovative problem-solving, this environment fosters creativity. Good team dynamics also improve communication by assuring openness and clarity between participants, which reduces miscommunication and conflict. A harmonious team dynamic fosters support and trust among participants, fostering a feeling of community and drive to accomplish common objectives. These dynamics also facilitate flexibility, which aids teams in resolving conflicts and adjusting to changing circumstances. In general, team dynamics have a big influence on how well a team performs, how well it can overcome challenges, and how well it can succeed as a whole.

### **Advantages of Good Team Dynamics:**

**Enhanced collaboration:** Effective team dynamics promote enhanced cooperation and coordination among team members, ensuring that all team members are working toward a same objective, which leads to higher productivity and efficiency.

**Increased innovation:** A team with effective dynamics is more likely to generate unique ideas and innovative solutions to problems. The team members are encouraged to share their ideas and thoughts without fear of being criticized or rejected.

**Improved morale and job satisfaction:** Improved team dynamics can help to create a good work environment in which team members feel valued and empowered. This can increase their job satisfaction and drive, leading to a greater dedication to team goals.

### **Disadvantages of Poor Team Dynamics:**

**Reduced productivity:** Poor team dynamics can lead to misunderstandings, a lack of cooperation, and disagreements among team members. These concerns can lead to decreased productivity, missed deadlines, and poor job quality.

**High turnover rates:** In a team with bad dynamics, team members may lack motivation and support, resulting in high turnover rates as employees seek better opportunities where they feel more valued and supported.

**Increased stress:** Poor team dynamics may create a stressful and frustrating workplace for team members, which can lead to burnout and other health problems. This can be caused by a lack of support or understanding from other team members, and it can eventually lead to lower productivity.

**Missed chances:** When a team's dynamics are bad, it may miss out on opportunities to grow and innovate because team members are hesitant to share their ideas or take risks. This can limit the team's capabilities and harm its overall performance.

### **Our team dynamics that helped to achieve the objective of our project**

**Open Communication:** Throughout the project, our team established an environment where people felt comfortable expressing ideas, concerns, and updates on progress in order to keep everyone informed and on the same page.

**Collaborative Approach:** We valued collaboration and pooled our diverse backgrounds and skill sets to tackle issues as a group, allowing us to offer comprehensive solutions.

**Commitment to Excellence:** Every team member made a commitment to delivering work of the greatest calibre, constantly striving for excellence in both our group initiatives and individual assignments.

### **Individual members of the team Performance of project objectives Chart of Evaluation**

Name of Team Member	Role	Responsibilities	Goals	Percentage Evaluation
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<b>Thenuk</b>	Leader Presenter Documenter	Managing the project, organizing meetings and the final event, communicating with team members, motivating team members, presenting content Ensuring availability of equipment and resources for the event, providing properly named documentation	Successful completion of project on time and within budget, effective management of team and resources, high-quality presentations and training materials Timely and accurate documentation of project activities and materials	90%
<b>Yoousf</b>	Treasurer Presenter	Collecting funds for the workshop, managing expenses and maintaining financial records	Successful management of project finances, accurate recordkeeping	90%
<b>Darshana</b>	Coordinator	Ensuring everyone is	Effective coordination and	90%

		working towards the same goals and objectives, planning and scheduling meetings	collaboration among team members, successful completion of assigned tasks	
<b>Apsara</b>	Researcher Presenter	Proposing innovative ideas and ways to plan and conduct the workshop, gathering data to support team objectives	Successful incorporation of innovative ideas and effective use of data to inform project planning	90%
<b>Aashik</b>	Photographer Presenter	Capturing photographs of meetings and workshop, documenting photographs	High-quality photographs that effectively capture project activities and progress, timely and accurate documentation of photographs	90%
<b>Eranda</b>	Designer Presenter	Designing posters for workshop, preparing minutes of meetings and documenting	High-quality posters that effectively promote the workshop, timely and accurate documentation	90%

This table assesses team dynamics based on each member's duties and responsibilities, as well as their success in attaining the common project goals. It also clearly defines each member's unique roles and goals, making it easier to track and evaluate individual and team development. The percentage evaluation in the table above shows each team member's performance in attaining the common project goals. It represents how successfully each team

member completed their given duties and responsibilities and contributed to the project's overall success.

**Evaluation of my individual part and contribution to the group's success in completing the event.**

**Self-Assessment**

As a photographer and presenter for the project, I've discovered that my ability to capture and express visual storytelling is critical to the project's overall success. My self-evaluation as a photographer includes not just technical ability in managing equipment and post-processing, but also a clear awareness of the project's objectives. I am continually evaluating the visual aspects that correspond to the project's story, ensuring that each shot properly delivers the desired message. Furthermore, my flexibility to varied shooting venues and lighting circumstances is an important component of my self-evaluation, allowing me to constantly create high-quality photographs that increase the visual appeal of the project.

Effective communication is at the center of my self-evaluation as a presenter. I work hard to improve my public speaking abilities by ensuring clarity, coherence, and engagement throughout presentations. I assess my ability to communicate complicated material in an understandable manner, adjusting my approach to the audience's degree of comprehension. In addition, I regularly seek input to improve my presenting style, whether by improving the framework of my speeches or introducing multimedia aspects to increase audience involvement. One important component of my self-evaluation is that I am always developing my talents as a storyteller, realizing the value of weaving an engaging narrative during presentations.

When I think about my involvement in the project, I realize how important versatility and adaptability are. I move fluidly between the creative and communication sides of the project as a photographer and presenter. My self-evaluation includes a continuing effort to remain current with industry trends and technical breakthroughs that might improve the project's visual and presentation features. I guarantee that my position not only fits the current project needs, but also contributes to my professional development as a multidimensional creative professional in the dynamic field of photography and presentation by adopting a growth mindset.

## Evidences of my work



Figure 58

### Personal KPI on the project

Analysing question	Yes/No
<b>Did I achieve all the goals?</b>	yes
<b>Did I Participate to all the meeting?</b>	no
<b>Did I Present for the final day event?</b>	yes
<b>Was I communicating effectively with each other?</b>	yes
<b>Did I manage my time well during the workshop and stay on schedule?</b>	yes
<b>Did I receive positive feedback from team members about my photography during the workshop?</b>	yes
<b>Did I contribute new ideas to the event's success?</b>	yes
<b>Is the leader's objective assigned to me completed within the schedule specified?</b>	yes
<b>Is my problem-solving ability strong?</b>	yes

## **CPD – Continuous Professional Development**

Throughout their careers, professionals use Continuous Professional Development (CPD), a rigorous and ongoing strategy, to nurture growth and proficiency in their respective disciplines. It includes a wide range of programs, experiences, and courses intended to improve abilities, increase knowledge, and hone expertise. People can stay up to date on industry innovations, adjust to changing trends, and improve their professional competence with this proactive dedication. CPD can take many different forms. It can be as formal as attending networking events or actively participating in seminars, conferences, online courses, or certifications, or it can be as informal as reading pertinent literature or participating in online courses. Its main goal is to guarantee that professionals stay competent, constantly developing and improving their skill sets to be the best at what they do, which fosters personal development and advances careers. By actively investing in their own growth through CPD, professionals are able to remain flexible and responsive to the constantly shifting demands of their sector.

### **Qualifications for Continuous Professional Development (CPD) that can be used to assess team effectiveness**

**Communication Skills:** Effective communication is a critical component of effective cooperation. It entails being able to actively listen, articulate ideas and thoughts clearly and simply, and interact well with others. For example, if a team member is in charge of presenting information to clients, taking a public speaking course or workshop might help them enhance their communication skills and, as a result, the team's performance.

**Leadership Skills:** Leadership abilities are required for managing teams and achieving goals. It entails being able to distribute responsibilities, encourage and motivate team members, and handle problems. Attending a leadership training course can assist a team member strengthen their abilities and improve the team's overall performance if they are in charge of managing a project.

**Technical Skills:** Team members who operate in technical or specialized jobs must have strong technical capabilities. It entails expertise and understanding of specialized software, tools, and processes. If a team member is in charge of coding, visiting a coding boot camp or completing an online course can help them keep current on the newest coding languages and best practices.

**Problem-Solving Skills:** Problem-solving abilities are required for detecting and addressing challenges that develop over the course of a project. It entails being able to assess facts, think creatively, and devise effective solutions. Attending a problem-solving workshop or taking an

online course can assist a team member strengthen their abilities and improve the team's overall performance if they are responsible for diagnosing technical difficulties.

**Time Management Skills:** Effective time management is essential for completing projects on schedule and within budget. It involves the capacity to prioritize work, efficiently manage resources, and fulfil deadlines. Attending a time management training course can assist a team member strengthen their abilities and improve the team's overall performance if they are in charge of managing a project.

Continuous professional development is crucial in the workplace, and there are various CPD criteria that may be used to assess team members' success. Team members may improve the skills and information required to perform their duties successfully and efficiently by investing in their professional development, thereby contributing to the team's and organizations overall success.

### Continuous Professional Development (CPD) Plan

Team Member	Responsibilities	Required Skills	Performance	CPD Activities
			Objectives	
Thenuk	Team Leader, Presenter Documenter	Communication, Leadership Organizational, Time management	Improve team communication and collaboration skills  Develop effective project management skills	Attend a teambuilding workshop, participate in public speaking training  Attend a time management seminar, learn project
Yoousf	Treasurer Presenter	Financial management,  Attention to detail	Ensure financial records are accurate and upto-date	Attend financial management workshop, learn financial software

			research for projects Deliver effective and engaging presentations	
<b>Aashik</b>	Photographer Presenter	Attention to detail, Creativity	Capture high-quality photos for marketing material Deliver effective and engaging presentations	Attend photography workshop, learn photo editing software
<b>Eranda</b>	Designer Presenter	Creativity, Design skills	Design visually appealing marketing material Deliver effective and engaging presentations	Attend graphic design training, learn design software
<b>Darshana</b>	Coordinator Presenter	Leadership, Organizational	Develop and implement effective project plans Deliver effective and engaging presentations	Attend leadership training, learn project management software
<b>Apsara</b>	Researcher Presenter	Analytical, Critical thinking	Provide accurate and relevant	Attend research methodology training, learn

## **Importance of Continuous Professional Development (CPD)**

**Enhancement of abilities:** Continuing Professional Development (CPD) offers professionals an organized means to hone their current abilities while actively seeking out new ones, making sure they stay up to date with the latest techniques, procedures, and technological advancements in their field.

**Career Advancement:** Participating in CPD demonstrates a person's commitment to ongoing development and progress, which boosts one's marketability and puts them in a favorable position for promotions, career advancement, and a variety of work options.

**Adaptability:** Professionals who participate in continuing professional development (CPD) are more equipped to adjust quickly to changing circumstances and to proactively embrace and negotiate industry innovations, especially in light of the rapid evolution of technology and industry trends.

**Better Performance:** People who consistently invest in their professional development improve their performance on the job, which raises output quality, efficiency, and productivity.

**Networking Opportunities:** As part of CPD activities, networking events, workshops, and forums are frequently organized. These provide a means of establishing beneficial connections with peers, mentors, and industry leaders, promoting cooperative partnerships, and offering a platform for exchanging knowledge and learning from the experiences of others.

**Sustaining Standards:** Continuing Professional Development (CPD) serves as a reminder for professionals to stay abreast of industry legislation, best practices, and compliance needs. This helps to maintain the integrity and legitimacy of their work.

**Personal Fulfilment:** Beyond career advancement, CPD fosters personal development through ongoing skill development and achievement, continuous learning opportunities, and a sense of accomplishment.

## **Different Continuous Professional Development (CPD) criteria**

### **Formal CPD:**

This type of learning entails planned, supervised, and certified activities that are structured and ordered. It entails participating in webinars, seminars, workshops, and courses as well as earning accredited credentials where the learning objectives are specified and evaluated. Formal CPD usually entails certification or documentation upon completion, attesting to the participant's involvement in and performance in particular learning activities.

### **Examples for Formal CPD:**

**Attending Accredited Workshops:** Participation in workshops or seminars accredited by professional bodies that offer certifications or credits upon completion.

**Enrolling in Certified Courses:** Taking accredited courses or programs, such as professional certifications, diplomas, or degrees, that have defined learning outcomes and assessments.

**Attending Conferences with Structured Sessions:** Participation in conferences or symposiums that offer structured sessions with specific learning objectives, often providing certificates of attendance.

**Completing Online Accredited Courses:** Engaging in e-learning programs or modules offered by accredited institutions or professional organizations, often with assessments and certifications.

### **Informal CPD:**

Describes learning activities that take place in a less structured or planned manner. This covers learning on your own, reading trade magazines or journals, going to conferences without taking exams, taking part in online forums or chats, receiving mentoring or coaching, and even picking up knowledge from regular job experiences. Even if informal CPD doesn't have official certification or assessment, it nonetheless offers important educational opportunities and chances for professional growth.

### **Examples for Informal CPD:**

**Self-Directed Learning:** To stay current on practices and developments in the field, read internet articles, research papers, and professional publications.

**Mentoring or coaching:** Assisting seasoned professionals in mentoring relationships or coaching sessions so that you can benefit from their knowledge and experiences.

**Participation in Online Communities and debates:** Getting involved in debates and exchanging experiences with others in the field by joining online communities, forums, or social media groups.

Reflective practice is the regular process of reviewing one's professional experiences, assessing obstacles encountered, and drawing lessons from both achievements and setbacks in order to enhance one's work.

Participating in industry meetings, casual meetups, or networking events where peers exchange expertise is known as informal networking.

Continuous Professional Development (CPD) Activities, Required Skills, Performance Objectives and Responsibilities in our Team

**CPD Activities:**

**Accredited Workshops:** Participation in accredited workshops focusing on arduino creation

**Structured Learning Courses:** Enrolling in certified courses tailored to enhance coding and problem solving skills.

**Self-Directed Learning:** Engaging in self-learning through reading industry-relevant literature and online resources.

**Peer Knowledge Sharing:** Participating in team discussions, collaborative problem-solving, and sharing of best practices among team members.

**Reflective Practice:** Regularly reflecting on project progress, challenges faced, and lessons learned for ongoing improvement and learning.

**CPD Required Skills:**

**Expertise in Programming:** Command of the programming language for creating arduino creation.

**Proficiency in problem-solving:** Capability to recognize, evaluate, and effectively address coding.

**Adaptability to New Technologies:** The capacity to accept and utilize novel tools and technologies.

**Collaborative Skills:** Ability to function well in a group, participate in group problem-solving, and support group achievement.

**Continual Learning Attitude :** A willingness to learn new things on a regular basis, stay current on industry developments, and take on new challenges in order to advance professionally.

### **CPD Responsibilities:**

**Active Participation:** Take part in the workshops' CPD sessions and activities.

**Continuous Learning:** To improve your abilities and knowledge, make a commitment to continuing your education on a formal and casual basis.

**Documentation:** For the purpose of tracking team and individual progress, keep records or logs of all CPD activities done.

**Collaborative Knowledge Sharing:** To promote group learning, share with team members the insights you've received from CPD programs.

**Application in Projects:** Use the information and abilities you've gained from CPD activities to solve problems and complete project assignments.

**Improvement & Feedback:** Make suggestions for pertinent CPD opportunities and offer feedback on CPD activities that should be improved.

### **Motivational theories and their impact on continuous professional development.**

#### **Motivation**

Motivational theories provide a framework for understanding why people act in particular ways and help us understand what motivates and maintains human motivation. These theories cover a range of viewpoints and ideas about what motivates and sustains motivation in people or groups.

#### **Importance of motivation**

The following are some advantages that motivation brings to an organization:

1. **An improvement productivity:** Motivation boosts productivity and efficiency by providing workers with the drive and life to complete tasks and accomplish their goals.
2. **Better performance:** Motivated people frequently do better because of their focus and desire to succeed, which improves work and performance.
3. **More satisfaction at work:** Motivation may lead to increased job satisfaction, improved morale, and a sense of fulfilment at work.

4. **Improved creativity and innovation:** Creativity and innovation are promoted by encouraging individuals to approach problems and activities in novel, innovative ways.
5. **Increased mental health:** Motivation improves mental health by establishing a sense of accomplishment, reducing stress and anxiety, and promoting well-being.

Several popular theories of motivation include:

1. **Maslow's Hierarchy of needs(Maslow) :** Based on his thesis, humans are motivated by a sequence of requirements that starts with the bare minimum required for survival, such as food, water, and shelter. People progress up the ladder in quest of safety and security, love, and belongingness—which encompasses relationships, friendships, and a sense of community—after these basic wants are met. People pursue their esteem needs as they grow, looking to others for respect, success, and approval. Self-actualization, the pursuit of personal growth, realizing one's full potential, and discovering meaning or purpose in life, is at the summit of the hierarchy. This hierarchical trend states that as lower-level needs are satisfied, higher-level needs emerge and become influential in determining an individual's actions and objectives.

The levels of the hierarchy, starting from the base of the pyramid, are:

1. **Physiological needs:** The biological necessities for human survival, such as air, food, and water, as well as shelter, clothes, warmth, sex, and sleep, are referred to in this.
2. **Safety needs:** This category covers the need for stability, security, legality, and protection from the elements.
3. **Love and belongingness needs:** These include social wants, including the need for close friendships, closeness, trust, acceptance, and love, as well as the need to belong to a group.
4. **Esteem needs:** This category consists of two parts: the need for respect and reputation from others, including status and prestige, and self-esteem, which derives from accomplishment, mastery, independence, and dignity.
5. **Self-actualization needs:** Realizing one's potential, finding fulfillment in oneself, seeking personal development, and pursuing peak experiences fall under the highest category.

2. **Expectancy Theory (Vroom) :** This theory, developed by Victor Vroom, is based on the idea that people behave in particular ways because they expect to achieve particular goals. It suggests that expectancy—the conviction that effort results in performance—instrumentality—the conviction that performance results in outcomes—and valence—the significance attributed to these outcomes—are the three

elements that impact motivation. According to this notion, people will be more inclined to work hard if they think their efforts would pay off.

**3. Equity Theory (Adams) :** Based on the ideas of John Stacy Adams, the Equity Theory focuses on social exchange fairness in the workplace. It implies that people compare their inputs (efforts, contributions) and outputs (rewards, recognition) to those of others in an attempt to ensure fairness in the distribution of rewards. People may change how they behave in response to perceived unfairness in order to bring about a perceived state of balance. They may do this by changing inputs, outputs, or how they perceive equity.

**4. Herzberg's Two-Factor Theory :** The Herzberg Two-Factor Theory distinguishes between elements that lead to job satisfaction (motivators) and those that lead to discontent (hygiene factors). While hygiene elements, like working environment or business policies, might avoid unhappiness but don't always lead to it, motivators, like achievement and recognition, are tied to the job content itself and contribute to pleasure.

**5. Deci and Ryan's theory of self-determination :** The Self-Determination Theory of Deci and Ryan highlights the significance of three psychological requirements in relation to intrinsic motivation: relatedness (having meaningful relationships), autonomy (having control), and competence (feeling capable). According to the notion, people have basic wants that, when met, increase motivation, engagement, and well-being in a variety of contexts, including the workplace.

**6. McGregor's Theory X and Theory Y :** First introduced in his book "The Human Side of Enterprise," McGregor's Theory X and Theory Y allude to two management philosophies: participative (Theory Y) and authoritarian (Theory X).

**Theory X :** According to this theory, managers who feel that their team members lack motivation, detest what they do, need constant supervision, are incapable of accepting responsibility for their work, and purposefully avoid work whenever possible are more likely to adopt an authoritarian management style. According to McGregor, this approach is very "hands-on" and usually involves micromanaging workers' work to ensure that it is finished correctly.

**Theory Y :** Managers that subscribe to this theory believe that people who are willing to work independently, take pride in their work, see it as a challenge, and aspire to achieve more will be able to concentrate their own efforts, take ownership of their work, and function effectively on their own. These managers use a decentralized, participative style of supervision.

### **The role of CPD and development planning in building motivation**

Continuing Professional Development (CPD) and development planning are critical for increasing motivation within a project team. By assisting team members in achieving their goals and defining clear goals and objectives, they are more likely to feel inspired and involved in their job. CPD opportunities may help team members develop their knowledge, experience, and abilities, which can lead to greater job satisfaction, confidence, and a sense of fulfilment.

Furthermore, development planning allows team members to identify their skills, shortcomings, and areas for progress, as well as create reasonable professional growth objectives. Team members are more likely to feel motivated, engaged, and fulfilled in their employment when they have a clear path to their professional goals and understand the procedures required to attain them.

Implementing CPD and development planning can aid in the creation of a culture of continuous improvement within the project team. By encouraging team members to constantly improve their skills and knowledge, the team may keep current on industry trends and best practices. This can lead to increased efficiency and innovation within the team, resulting in better project outputs and team success.

In conclusion, CPD and development planning are critical instruments for increasing motivation within a project team. Team members may attain their full potential by offering chances for learning and growth, defining clear targets, and supporting continual improvement, eventually leading to improved team performance and success.

### **Overall Team Skill Matrix**

Skill	Rating (out of 10)	Percentage (%)	Overall, Team Skill Rating
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Communication	10/7.5	70%	80%
Leadership	10/9	90.5%	
Organization	10/8.5	85%	
Teamwork	10/9	90.5%	
Problem Solving	10/8	80%	
Creativity	10/7	70%	
Time Management	10/6.5	60.5%	
Technical Skills	10/9	90%	
Interpersonal Skills	10/8	80%	
Knowledge of Team Members	10/7.5	70.5%	

### Personal Development Plan

Activities	Poor	Fair	Good	Very good	Excellent
<b>Personality</b>				✓	
<b>Management</b>			✓		
<b>Communication</b>				✓	
<b>Contribution to the team</b>				✓	

<b>Productivity</b>			✓		
<b>Time management</b>		✓			
<b>Leadership</b>		✓			

**Gant chart**



Figure 59

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