**DAILY ASSESSMENT**

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| **Date:** | **08/06/2020** | **Name:** | **Dhavala** |
| **Course:** | **Management and Leadership- modern leaders training** | **USN:** | **4AL17EC027** |
| **Topic:** | **1: Introduction**  **2: What is a Leader?**  **3: Leadership Styles**  **4: The Importance Context**  **5: Learning to Lead**  **6: Tools for Leading Teams**  **7: Focus on the Big Rocks**  **8: Closing** | **Semester & Section:** | **6TH SEM & A Section** |
| **Github Repository:** | **Dhavala27** |  |  |

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| **FORENOON SESSION DETAILS** |
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| **Report**  **What is a leader?**  A LEADER is someone with the ability to inspire or motivate others to achieve a goal  Being a good leader is equally about understanding what it is NOT…   * … it is NOT about your age * … it is NOT about your ethnic background * … it is NOT about the level of experience you have (great or small) * … it is NOT about your gender * … it is NOT about your confidence (or lack of) * … it is NOT about your skills or expertise * … it is NOT about a job title * … it is NOT about your level of authority * … it is NOT about your passion (or lack of)   **Leader versus Manager?**  Leaders and Managers The world needs both Leaders and Managers. We have a choice in how we lead, and most importantly, why we lead. You can be an effective manager and bad leader, or a good manager and great leader? It’s your decision!  Leaders and managers often think differently   * a manager tells you what to do a leader teaches why and how you do it a manager holds you accountable * a leader builds confidence, creating self-accountability * a manager depends on role title or formal authority to lead a leader leads independently of their role title or authority * a manager is focused on what’s right now a leader is focused on what’s right * a manager is guided by fear and reaction a leader is guided by passion and purpose * a manager gets joy from their own success a leader gets joy from the success of others   Everyday leader How can you lead in small ways every day   * Listen Listen to understand, not to respond * Share You have a ’voice’ so share it without reservation * Fail Celebrate all you learn from failing and re-tooling * Learn Seek to understand and grow * Be Humble Pursue humility. No arrogance or entitlement * Laugh Smile, laugh and be goofy with positivity   **Leadership Styles**  Examine the different approaches to leading   * **Autocratic Leader**   Also known as an authoritarian leader. The autocratic leader usually has most of the power, authority, and responsibility in a situation or in an organization. Decision-making by the team or group is rare or limited; instead, the team members are tasked with implementing the leader’s decisions and choices.   * **Charismatic Leader**   The charismatic leader can readily transform attitudes and beliefs in others. This leader has the power to influence and inspire people, and the goals of the organization generally reflect that vision.   * **Transformational Leader**   Like the charismatic leader, the transformational leader also inspires others. However, this leader specializes in initiating and delivering change. This leader also motivates employees to perform.   * **Laissez-faire Leader**   With the Laissez-faire leader, the team has a high degree of autonomy. The leader maintains a hands— off approach to leading, but provides the needed tools to allow them to make day-to-day decisions. The name is a French term describing the economic system that opposes government interference in economic matters.  **Context**  /ˈkɒntɛkst/ noun noun: context; plural noun: contexts  the circumstances that form the setting for an event, statement, or idea, and in terms of which it can be fully understood.  Leader Context We lead differently in different circumstances    Leader Context The trio of Career, Family and Community: Leader’s Triangle  **Context on Repeat**  Put your context messages on repeat for effectiveness   * Give teams the message in many ways to allow them to absorb and own the outcome. * Repeat your most important messages up to 7 times to make them stick.   **Learning to Lead**  We are born to lead, but deciding to become a leader is a choice.  **Nature vs. Nurture**  • We lead in different circumstances.  • Nature provides the tools, we just need to learn how and when to use them.    70.20.10  Most of what we learn is from doing, being in action  70% of learning is in “doing” Learning to lead is about putting your tools in action. Example: Lead in the community to master the skills for your career or family.    **Leading Teams**  How do you inspire the people around you?   * Better Questions: Ask questions that help teams focus or think differently? * Be Fail Safe: Promote trying new things and learn from failure. * Be Real: Give teams more of who you are. Share your story. * Change Your Communication: Meetings are so ol’skool. Try new ways to share messages. * People First: Don’t forget your team and your customers come first. * Encourage Autonomy: Empower individuals to do ‘their thing’. Do great things for the team. * Have Fun: Encourage the fun and be a part of it.   **Giving Feedback**  Feedback is your Friend, especially when done well    **Problem Solving**  You lead by helping teams focus on the right problems  Help narrow the Focus to solve the Right problems  • Most project delivery issues can be distilled into one of these categories  • These are great categories to start with to help teams narrow their focus on the right issues  **Is a Meeting Needed?**  Meet less. Talk More. Create time and capacity in your team  Before scheduling another meeting  • These questions are a great way to help decide if a meeting is needed.  • There are other communication methods that may be more effective  • A one-to-one direct conversation is usually the best method of resolving an issue  20@10  Create space for better communication.  The best communication mechanism for your team  • Gather in a central or communal location  • Keep it active, standing is best  • Length: 15-20 minutes in length  • 10am is a great time, but whatever works for your team (e.g. 3pm is great  • Name the even to give it life and significance with the team (e.g. tea@3, 20@2, standing9)  The Key Benefits  • Better team culture  • Better communication  • Free-up time?  • Socializing the team  • Key messages replayed  • Common language  • Context setting for the team  **Introduction to Agile Meet**  less, Talk More. Create time and capacity in your team  The Agile methods can work in any group or team  Agile was born in early 2001  17 people met in Snowbird Utah to discuss how to improve the future of software development.  The Basic Goals  Develop better software Get closer to the customer Shorten the “feedbackloop”  **Retro**  Reflect and refine for continuous improvement  These conversations need to occur regularly to allow for constant improvement.  What is a retrospective or “retro”?  The Retro is used regularly to give teams the opportunity to pause and reflect on how things have been going. Then more importantly using those reflections to identify the improvements they want to make for themselves or the team. Conducting Retrospectives frequently supports a team to continuously improve their performance.  4 Key Questions are Asked and Answered.  What went well? What didn’t go so well? What have I learned? What still puzzles me?  **Agile Principles**  12 key values to apply to any situation   * Our highest priority is to satisfy the customer through early and continuous delivery of valuable software. * The most efficient and effective method of conveying information to and within a development team is face-to-face conversation. * Business people and developers must work together daily throughout the project. * Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage. * Welcome changing requirements, even late in development. Agile processes harness change for the customer's competitive advantage. * The best architectures, requirements, and designs emerge from self-organizing teams. * At regular intervals, the team reflects on how to become more effective, then tunes and adjusts its behaviour accordingly. * Agile processes promote sustainable development. The sponsors, developers, and users should be able to maintain a constant pace indefinitely * Simplicity--the art of maximizing the amount of work not done--is essential. * Continuous attention to technical excellence and good design enhances agility * Working software is the primary measure of progress. * Deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.   **Agile Manifesto**  Creates a core set of values that can help us in every leadership moment  Individuals and interactions over processes and tools  Working software over comprehensive documentation  Customer collaboration over contract negotiation  Responding to change over following a plan  **Focus on the “Big Rocks”**  Priority, Order, and Consistency (POC) help you Deliver on Your Goals.  PRIORITY + ORDER + CONSISTENCY  Working on your “big rocks” first and making that a daily habit will change your life and those around you.  **Purpose Over Task (POT**)  Let purpose lift the task to greater meaning  Always choose Purpose Over Task (POT) to guide your daily activity  • We will always have tasks, and some will be an essential part of our day.  • But knowing POT will help keep you aligned to your overall goals. |

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| **Date:** | **08/06/2020** | **Name:** | **Dhavala** |
| **Course:** | **Beginner PHP and MySQL tutorial** | **USN:** | **4AL17EC027** |
| **Topic:** | **Introduction**  **Getting started** | **Semester & Section:** | **6TH SEM & A Section** |
| **Github Repository:** | **Dhavala27** |  |  |

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| **AFTERNOON SESSION DETAILS** |
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| **Report** |

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| **Date:** | **08/06/2020** | **Name:** | **Dhavala** |
| **Course:** | **Cambridge English assignment** | **USN:** | **4AL17EC027** |
| **Topic:** | **Skills for Work - Email Etiquette** | **Semester & Section:** | **6TH SEM & A Section** |
| **Github Repository:** | **Dhavala27** |  |  |



