**DAILY ASSESSMENT FORMAT**

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| **Date:** | **09-06-2020** | **Name:** | **Varun G Shetty** |
| **Course:** | **Leadership and management** | **USN:** | **4AL17EC093** |
| **Topic:** | * **Learn to lead** * **Importance of context** * **Tools to inspire teams** * **Giving feedback by SBI tools** * **People, process and tool** * **Tools for reducing meetings** * **Meeting 20@10** * **Agile and purpose** * **POT as tool** * **Focus on the big rocks** | **Semester & Section:** | **6th & ‘B’** |
| **GitHub Repository:** | **Varunshetty4** |  |  |

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| **FORENOON SESSION DETAILS** |
| **Image of session** |
| **Report:**  **Learn to lead:**   * 70% by doing * 10% by formal training * 20% by coaching and mentoring   “alone we can do so little, together we can do so much”  -Helen Keller  **Importance of context:**   * Modern leaders use context   **Tools to inspire teams:**   * Ask better questions * Be fail safe * Be real * Change your communication * People first * Encourage autonomy * Have fun   **Giving feedback by SBI tools:**  Give feedback based on:   * Situation * Behavior and * impact   **People, process and tool:**   * are results in manager’s triangle   **Tools for reducing meetings:**   * face to face meeting required? * Is there a time dependency?   **Meeting 20@10:**   * 20minutes stand-up catching at 10 a.m * Is more effective * Focus area * Opportunities * Key conversations * Keep it brief   **Agile and purpose:**   * Agile principles * Agile retro tools * Agile manifesto * Purpose   **POT as tool:**   * Process over task as tool   **Focus on the big rocks:**   * Finish what You started * Know your priorities * Readjust priorities   **“start a new daily habit today**  **Focus on your big tocks first**  **Everything else is just pebbles and sand! “**  **-KG Butler** |