



INTERNATIONAL SCHOOL OF MANAGEMENT AND TECHNOLOGY

FACULTY OF COMPUTING

ASSIGNMENT COVER SHEET

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STUDENT DETAILS	
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STUDENT ID	

UNIT AND ASSIGNMENT DETAILS			
UNIT TITLE	Professional Practice		
UNIT NUMBER			
ASSIGNMENT TITLE	Professional Practice with F1 Soft Business Limited		
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ASSESSOR NAME	Anshu Chalise		
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SUBMISSION

HAND IN DATE

25/07/2023

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SIGNATURE	Krishna	DATE	25/07/2023

Introduction

Greetings from Yeti Explorations! We are happy to welcome you to our team of professional conference and event planners.

We at Yeti Explorations are thrilled to be collaborating on this new project with F1 Soft Business Ltd. In terms of commercial space flight and exploration, we are pioneers.

Your experience as a young business analyst will undoubtedly help our innovative project because it will present a fresh viewpoint. Due to their involvement in several space enterprises and the development of spaceports, launch vehicles, satellites, and spacecraft, as a member of this creative team, your role will be vital in encouraging space innovation and honing your consulting skills. We look forward to your significant contributions and commitment as we embark on this thrilling journey together. Let's significantly alter the course of space exploration!

Putting together a symposium on commercial space flight and exploration may be thrilling and difficult. Planning, coordinating, and paying close attention to detail are essential. They have sought for our assistance in arranging and managing the event.

Introduction

Yeti Exploration is an established space exploration and tourist company. The purpose of this proposal is to develop a thorough strategy for organizing a space science and travel conference. By making sure the conference is thoughtfully organized and executed in a manner that all attendees believe to be helpful and long-lasting. We understand the significance of rigorous planning and tailoring the event to the client's goals and tastes. We advocate adopting a range of problem-solving strategies during the planning process to accomplish this. In order to fully fulfill the client's expectations, a thorough examination of their requirements is required. This calls for foreseeing potential problems and developing practical solutions to them.

We propose a meticulously prepared program for organizing a cutting-edge symposium with an emphasis on Yeti Explorations in our comprehensive proposal, which focuses on the intriguing subject of space travel and exploration. We conducted a thorough study and gathered the necessary data to guarantee the success of our operation. Planning a conference that precisely

reflects Yeti Explorations' vision and ensures the highest level of participant engagement is our major objective.

Location Selection for Tourism and Space Exploration

Choosing a theme that appeal to the target audience and the customer is essential to holding a successful space exploration and space tourism conference. The speakers, program topics, and overarching themes will all be influenced by the selected topic, which will serve as the event's focal point. We will provide comprehensive training on all area of the conference; including reviewing guest applications and including them in committees and decision-making processes, in order to effectively integrate the client.

We will examine a wide range of subjects in-depth, with a focus on academic research, technological breakthroughs, and industry trends. This targeted strategy will bring subject matter experts, professionals, and fans together, enabling information sharing and networking.

As the strategy develops, we'll conduct many meetings to make sure every problem is thoroughly covered and every choice is well documented. These sessions will be carefully recorded, saved, and utilized as an invaluable resource to provide in-depth information for the proposal.

Effective design and delivery:

Effective communication requires a constant exchange of thoughts, opinions, and facts to ensure that the message is understood by both the sender and the recipient. People may communicate more successfully by using a range of methods, including written words, visual aids, active listening, vocalizations, and nonverbal cues. Other forms of communication include face-to-face interactions, online discussion boards and social media, phone calls, video conferencing, and traditional mail.

Effective information transmission has benefits for both parties, including message clarity and understanding.

Through a special synthesis of many communication channels and formats, the Yeti Explorations conference seeks to highlight its extraordinary design and execution. We have a variety of unique ways at our disposal to attain this goal.

- Listening Skills: The capacity to actively participate in the process of receiving and digesting both verbal and written information is required for effective communication. Improving our ability to properly listen to and understand people is necessary for establishing connections and laying the foundation for relationships based on genuine empathy and respect.

-  **Verbal Communication Skills:** Verbal communication is essential for effective involvement because it enables people to express their ideas, viewpoints, and facts in a clear and simple manner. People with these skills can live satisfying lives, form lasting friendships, and excel in both their personal and professional life.
-  **Non-verbal Communication Skills:** It is impossible to stress the significance of understanding nonverbal cues for healthy interpersonal interactions.

Body language, tone of voice, gestures, and other nonverbal indicators make form the complex network of nonverbal cues. When it comes to expressing real attention, involvement, and a strong connection with others, maintaining eye contact is very helpful. Self-awareness may be increased, and people can learn new nonverbal communication techniques. This growth can lead to improved communication skills, improved interpersonal comprehension, and the capacity to build strong connections in personal as well as professional environments.
-  **Problem-solving Skills:** Whether in the professional, academic, or personal spheres of life, the capacity to observe, examine, and offer viable solutions to issues is a talent that is vital. To put fresh ideas into practice and approach issues from many perspectives, one has to have a creative mindset. By employing problem-solving strategies and developing a proactive mindset, people may effectively navigate challenging situations, make educated decisions, and accomplish their goals.
-  **Self-control and Self-confidence:** Inner discipline and confidence are the foundation for success, accomplishment, and personal development. The ability to exercise control over one's thoughts, emotions, and behaviors in order to attain desired outcomes is known as inner discipline. This quality may be developed by self-evaluation, self-improvement activities, and unwavering devotion. Your overall performance will improve and your chances of success in a range of situations will increase as a result of this quality.

- **Time Management Skills:** Effective time management skills are crucial for job and duty organization. By setting realistic deadlines, making clear goals, and breaking down large tasks into smaller, more manageable ones, people may effectively manage their time. This time management leads to the accomplishment of objectives, greater output, less stress, and the maintenance of a healthy work-life balance.

We can skillfully create and carry out a conference plan that aligns with the goals of Yeti Explorations and offers comprehensive and clear communication during all preparation stages by efficiently utilizing a variety of communication tactics and channels.

Conference design and delivery:

The next meeting is expected to be an interesting and energetic event that makes use of a variety of communication techniques and strategies. Attendees are sure to have a fantastic time and a unique experience because of the motivational keynote addresses, engaging panel discussions, educational workshops, and numerous opportunities for networking, and well-designed agendas. The gathering will also feature a range of lectures from different speakers, collaborative workshops, and other activities that encourage cooperation and passionate involvement.

Conference Venue:

The 38th Space Symposium, the largest yearly space event in the nation, will be held at the Space Foundation in 2023.

Distinguished participants in this important event include well-known nations, important research universities engaged in space exploration, renowned military organizations, renowned privately-owned space firms, and other members of the global space industry. We consider it an honor to be able to organize this illustrious conference on behalf of our company.

Purpose of conferences:

- Look into potential new opportunities.
- Talk to thought-leaders and subject-matter specialists.
- Acquiring new insights and inventive ideas.
- Keep up with the most recent innovations and trends.
- Look into any possible limitations to space exploration.

Conference Schedule:

Day	Activity	Description
Day 1	Public Exposition	Companies and organizations showcase their technology and wares.
Day 2	Session and Presentation	Keynote speeches by eminent personalities, Peer-reviewed research paper presentations, and invited presentations.
Day 3	Workshop	Topics discussed with their own sessions and organization committees
Day 4	Conference Dinner	Social activities and refreshments throughout the conference
Day 5	Live Streaming of Talks and Workshops	Maximizing the number of registrants with flexible registration tiers.

The next five-day conference will have a broad variety of programs appealing to various interests and preferences. Participants may anticipate a public exhibition, captivating presentation sessions, specialized workshops, illuminating panel discussions, and a sumptuous conference supper, among other events. Those who can't come in person will still be able to watch the lectures and seminars live on the internet. To ensure a seamless experience, a strong backup plan is in place to handle any unforeseen challenges. The organizers have also considered the expectations of the participants by offering a range of registration choices in order to accommodate everyone's schedule and interests.

Conference Speakers:

We are grateful that many renowned speakers from across the globe will be in attend at our event to remember the historic release of M.K. 16 (2023) in August 2013. These well-known people promise to draw in and thrill our audience, bringing information and inspiration to this historic day. They were chosen for their exceptional accomplishments and great reputations.

EXPERTS	SPECIALIZATION
ELON MUSK	Founder of SpaceX and active involvement in focus related to space exploration and future human inhabitants.
SARA SEAGER	Planetary Scientist and is in continuous search for Earth's like planet.
K. RADHAKRISHNAN	Chairman of the Indian Space Research Organization
LIU YANG	First Chinese Female Astronaut.
LOUIS ALLAMANDOLA	Space chemist and the founder of NASA's Ames Astrochemistry Laboratory in Mountain View, Calif.

Conference schedule justification

The three days of talks at the following conference will be focused on the expanding space tourism sector. On the first day, a variety of presentations on industrial research and progress were made. Some of the topics discussed in the debate were the state of the space tourism sector today, cutting-edge advances in space technology, and compelling first-person accounts of individuals who went to space. Policy and legal concerns will take center stage on the second day. A comprehensive framework covering safety measures, environmental consequences, ethical issues, and several legal difficulties connected with the rapidly growing space tourism industry will be presented by experts.

Leading experts from a variety of fields will attend the next conference, which is likely to be a memorable occasion as they explore the interesting subject of long-duration space flight. Participants will analyze the sector's economic impact and create cutting-edge educational programs to inspire the next generation of space lovers. International cooperation will also be needed to develop a cooperative atmosphere that opens up new possibilities for future space exploration. Leading academics, powerful businessmen, as well as important stakeholders will engage in heated discussions during the event as they look for answers to current problems and consider cutting-edge ideas that might change the course of space exploration.

Utilization of Problem-Solving Methods

The major focus of the three-day conference will be on practical solutions to problems that may be used to handle the vast array of opportunities and difficulties facing the sector. The first day will be devoted to encouraging innovation and forging new paths. We'll talk about the current situation of the space industry, spacecraft-related technical advancements, and ground-breaking initiatives to encourage space tourism. The next day, the emphasis will shift to seminars on policy and regulation, which will look at useful tactics for handling complicated regulatory contexts. The focus will be on lowering risks, maintaining safety, and coming up with novel solutions to moral and ethical conundrums.

On the third focused day of the program, participants will learn about the enormous possibilities and exciting future of space flight. They are going to create plans for the future while taking seriously economic issues, creating unique educational programs, and promoting international collaboration via the use of problem-solving strategies. During the conference, participants will be motivated to think critically, face challenges head-on, and offer original ideas in order to guide the future of space tourism.

Targeted audience:

The following is the Future of Space Tourism Conference's main target market:

- Business professionals: There are many industry experts working in the expanding field of space tourism, including those from government space agencies, privately held space enterprises, aviation suppliers, and travel companies.
- Decision-makers and regulators: the legislative and executive entities in charge of creating and maintaining the laws and regulations governing space flight.
- Researchers and Scientists: Our understanding of space tourism has improved because to the collaborative work of academics and researchers from a variety of fields, including sustainability, environmental science, and aerospace engineering, ushering in previously unheard-of innovation and progression in this industry.
- Entrepreneurs and investors: Those who are interested in learning more about the future development or commercial possibilities of the space tourism sector.

-  Scholars and Teachers: Academics, researchers, and educators all contribute to the field of space studies. Those involved in or interested in the space tourism industry include representatives from space agencies, private space companies, aircraft manufacturers, and travel agents. ts into instructional techniques and programs created to train future employees for the space tourism sector.
-  Legal and ethical professionals: Advocates and ethical experts who focus in space law and ethics handle the legal difficulties, accountability difficulties and moral dilemmas that arise in the field of space tourism.
-  Supporters of sustainability and environmentalists: promotes the employment of eco-friendly practices and a better knowledge of the environmental effects of space travel.
-  People in General: Students, space lovers, and anybody else interested in the idea of space exploration all find space travel to be interesting. The main goals are to understand the current situation, what could occur in the future, and the possible consequences of space tourism.

Day 1: Public Display (Sara Seager)

A amazing public show highlighting the most current developments and technology in the field of space travel will be kicking off the conference's first day. There will be an amazing presentation on the first day! Be prepared to be amazed when popular businesses, well-known people, and creative organizations gather to showcase their most current developments across a range of industries. Investors, academics, governmental officials, business leaders, and members of the general public will all be fascinated by this major occurrence. The day's unique displays and outstanding technological displays are intended to encourage enlightening dialogue, beneficial networking, and never-ending excitement. Get ready for an extraordinary voyage as we explore the restrictions of space flight and learn about the incredible innovations influencing the future!

Day 2: Presentation and Discussion (K.RadhaKrishnan)

The interesting agenda of space tourism-related events planned for the conference's second day is expected to captivate everyone in attendance. Reputable subject-matter specialists will deliver

informative lectures, displays, and keynote addresses on the panel. These lectures are intended to encourage conversation on the possibilities of space exploration, spread wise knowledge, and explore cutting-edge ideas.

A series of remarks by famous subject-matter experts will begin off the day. These conversations will shed light on creative ideas, fresh possibilities, and new developments that might have an enormous impact on the future of space travel.

Following the opening comments, attendees may expect to attend sessions featuring peer-reviewed research papers where specialists in space tourism will have the chance to share their most recent findings, innovative strategies, and important findings. The space tourism business may be able to more readily share new information and promote interdisciplinary cooperation with the aid of this domain.

Day 3: Workshop (Liu Yang, Louis Allamandola)

A wide range of exciting sessions will be presented on the third day of the conference that will discuss the possible future of space flight. These fun, interactive lectures have been specially created to go alongside particular meetings and committees, encouraging interaction and encouraging hilarious remarks. Participants will be encouraged to explore their interests and learn more about a variety of topics while embracing the most recent challenges facing the industry. In this cutting-edge industry, participants will also have the chance to learn about other amazing subjects including improving customer satisfaction, promoting the building of spaceports, and analyzing market trends and environmental laws. Participants will also have the possibility to provide their own unique legislative proposals.

In order to make sure that the focus of day three is on promoting cooperation and exchanging precious information, and developing possible ideas and strategies for the future of space flight, each workshop session will be led by seasoned business professionals and subject matter experts. By promoting active brainstorming and knowledge exchange, the workshop creates the ideal environment for excited involvement, enabling participants to collaborate on their experience and together develop the future of space transportation.

Day 4: Conference Meal

On the fourth day of the conference, a nice evening is in store, packed with delicious food, several networking opportunities, and a great selection of light snacks and beverages. This

evening is a great opportunity for networking since it provides a more relaxed setting for guests to meet with coworkers, presenters, and corporate executives.

Participants will get the chance to properly converse with others who are interested in space travel over the course of the dinner. This meeting provides a setting for informal conversations, networking, and exchanging experiences and points of view away from the main conference sessions.

Day 5: Streaming of lectures and workshops live (Elon Musk)

On the fifth and final day of the 2023 conference, live-streaming will be offered in an effort to increase participation and accommodate out-of-town visitors.

The conference aims to increase attendance by using live streaming technologies and a variety of flexible and engaging registration options. Since participants who cannot physically attend the conference may still access the presentations and activities, the conference's effect now extends well beyond the days it is meant to endure. The use of technology makes the event more engaging and approachable, attracting more space enthusiasts.

Date	Time	Activity
2023-05-23	9:00 AM - 10:30 AM	Keynote Addressing - Future Perspectives and Opportunities
	10:30 AM – 11:00 AM	Interaction Break
	11:00 AM – 12:30 AM	Workshop Session 1: Space Tourism Education
	12:30 AM – 1:30 PM	Lunch Break
	1:30 PM – 3:00 PM	Workshop Session 2: Sustainable Practices in Space Tourism
	3:00 PM – 3:30 PM	Refreshment Break
	3:30 PM – 5:00 PM	Workshop Session 3: Spaceport Development

Date	Time	Activity
2023-05-19	9:00 AM – 9:30 AM	Registration and Welcome Address
	9:30 AM – 11:00 AM	Opening Keynote Address (Future of Space Tourism)
	11:00 AM – 11:30 AM	Communication and Interaction Break
	11:30 AM - 1:00 PM	Panel Discussion regarding industry's landscapes and opportunities
	1:00 PM - 2:00 PM	Lunch Break
	2:00 PM – 3:30 PM	Discussion Regarding Advances in Spacecraft Technology
	3:30 PM – 4:00 PM	Case study (Success stories in Space Tourism)

Date	Time	Activity
2023-05-22	9:00 AM - 10:30 AM	Keynote Addressing - Regulatory Framework for Space Tourism
	10:30 AM – 11:00 AM	Interaction Break
	11:00 AM – 12:30 AM	Safety and Risk Management in Space Tourism related panel discussion
	12:30 AM – 1:30 PM	Lunch Break
	1:30 PM – 3:00 PM	Brief Discussion over Environmental Impacts of Space Tourism
	3:00 PM – 3:30 PM	Refreshment Break
	3:30 PM – 5:00 PM	Case study (Legal and Ethical Considerations in Space Tourism)

Event objectives:

The conference's main goal is to bring together specialists, professionals, academics, decision-makers, and supporters of space tourism in order to jointly define and shape the industry's future development. The major goal of the conference is to examine cutting-edge ideas and bright futures in the realm of space exploration. It aims to promote networking and cooperation while also giving members a place for information sharing. In order to achieve its goals, the conference takes part in a wide range of activities, such as thought-provoking keynote discussions, lively panel discussions, the exchange of acute research papers, a variety of informative seminars, and encouraging the creation of many networking possibilities for the attendees. Through these events, the conference hopes to promote fruitful discussion on subjects such laws and regulations, technology advancements, sustainability, and educational techniques.

The conference's main objective is to motivate and equip participants to substantially contribute to the expansion and development of space tourism. The conference aspires to significantly

contribute to the growth of space tourism by cultivating a lively community of stakeholders committed to creating a prosperous and exciting future for the sector.

Interpersonal Skills Evaluation:

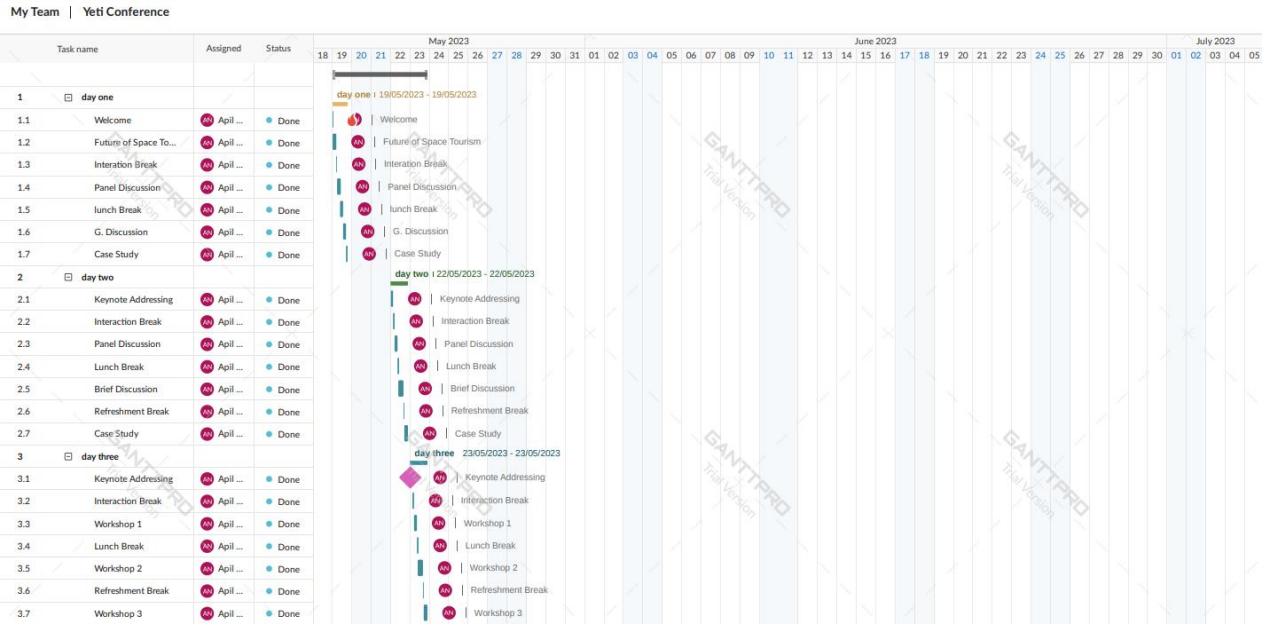
Relationship building and maintenance depend heavily on interpersonal skills. They demand cross-team cooperation, clear communication, innovation, and teamwork. It necessitates collaboration, motivation, empathy, open communication, leadership, and a constructive attitude.

- Teamwork: In order to interact with others successfully and productively, one requires strong interpersonal skills. It's critical to recognize the team's accomplishments, to be receptive to all viewpoints, and to actively contribute to efforts to reach shared objectives. A person who is excellent at working in a team recognizes the value of cooperation and can create a productive environment.
- Leadership: One of the characteristics of interpersonal skills is effective leadership. A skilled manager can efficiently distribute tasks, provide unwavering support, and organize their team behind a shared objective. Maintaining the group's drive and competitive spirit while being aware of and attentive to others' needs is leadership.
- Motivation: Strong interpersonal abilities may motivate and inspire others. They are able to lend support, comprehend others' concerns and hopes, and foster an environment that fosters passion and dedication. The effectiveness of a team is positively impacted by the capacity to inspire others.
- Empathy: A key component of interpersonal skills is empathy. It requires the ability to understand, express, and sympathize with the thoughts, feelings, and experiences of others. By allowing people to develop enduring relationships with others and interact with them compassionately, high levels of empathy promote more cordial and understanding interactions.
- Communication: Effective communication is the cornerstone of interpersonal abilities. Speaking persuasively and clearly, paying close attention, and being open to criticism are all necessary. By fostering mutual understanding and a transparent exchange of ideas, conflicts and misunderstandings may be avoided.
- Positive Attitude: When communicating with others, it's critical to have a cheerful outlook. It entails motivating others, continuing to work productively in spite of setbacks, and maintaining a positive outlook at all times. Positivity may contribute to the

development of a welcoming, optimistic environment that fosters deeper human relationships and respect.

To evaluate these abilities, a combination of objective assessments—such as performance appraisals and feedback—with self-evaluations and reflections is required.

(Coursera, 2023)



	A	B	C	D	E
1	Name	Nationality	Day 1	Day 2	Day 3
2	Armaan Khan	India	P	A	P
3	Ahmed Khan	Pakistan	A	P	P
4	Rohan Khan	Nepal	P	A	P
5	Maya Khan	Sri Lanka	P	P	P
6	Sania Malik	Sri Lanka	P	P	P
7	Tara Thapa	Nepal	P	A	A
8	Maya Perera	Sri Lanka	A	P	P
9	Ava Ahmed	Nepal	P	P	P
10	Ava Ahmed	India	P	P	P
11	Sania Malik	Bangladesh	P	A	A
12	Niraj Thapa	Bangladesh	P	P	P
13	Niraj Thapa	Pakistan	P	P	P
14	Zaid Raja	India	P	P	P
15	Aisha Thapa	Bangladesh	P	P	P
16	Veer Verma	Sri Lanka	P	P	P
17	Nisha Perera	Sri Lanka	A	A	P
18	Sameer Malik	Nepal	P	P	P
19	Arjun Sharma	Pakistan	P	P	P
20	Maria Lee	Bangladesh	A	P	P
21	Sofia Rahmar	Pakistan	P	P	P
22	Salman Khan	Pakistan	P	A	P
23	Arjun Sharma	Bangladesh	P	P	P
24	Zoya Patel	Pakistan	A	P	P
25	Raj Singh	India	P	P	P
26	Sameer Malik	Sri Lanka	P	A	P
27	Fatima Hossain	Sri Lanka	P	P	P
28	Zain Ali	Nepal	P	P	P
29	Niraj Thapa	Pakistan	P	P	P
30	Aarav Sharma	Pakistan	P	A	P
31	Zara Ahmed	Bangladesh	A	P	P
32	Aarav Mehta	Bangladesh	P	P	P
33	Sania Ahmed	Bangladesh	P	P	P
34	Ishaan Patel	India	P	P	A
35	Riya Verma	Sri Lanka	A	P	P
36	Raj Singh	Sri Lanka	P	A	P
37	Veer Verma	Sri Lanka	P	P	P
38	Maya Perera	Nepal	P	P	P
39	Sameer Malik	Nepal	P	P	A
40	Tara Thapa	Sri Lanka	P	A	P
41	Kavya Joshi	Pakistan	P	P	P
42	Sameer Malik	Nepal	P	P	P
43	Maya Perera	Sri Lanka	P	P	A
44	Armaan Khan	Bangladesh	P	P	P
45	Maya Perera	Pakistan	P	A	P
46	Fatima Hossain	Sri Lanka	P	P	P
47	Aditi Singh	Nepal	P	A	P
48	Maria Lee	Sri Lanka	P	P	P
49	Ava Ahmed	India	P	P	P
50	Nisha Perera	Bangladesh	P	P	P
51	Diya Perera	Nepal	P	P	P

Conclusion:

To get ready for the seminar on space tourism and Yeti exploration, it was necessary to have strong interpersonal and organizational skills. We used a range of communication techniques as well, and we set up and conducted our meeting in a systematic manner. The trainers present showed a variety of abilities, including the capacity to establish deadlines and define criteria for success.

By employing project management tools, we were able to effectively communicate with every participant involved and build well-refined schedules that established adaptability in the face of unexpected events. Everyone was kept prepared for unplanned events thanks to this method. I was a key team player who contributed significantly to our success by being a trustworthy and helpful teammate.

By combining our efforts and knowledge, we were able to provide a comprehensive solution that was precisely tailored to the client's requirements. We presented the client with unique concepts,

practical answers, and provocative hypothetical scenarios. In the end, our efforts had a lasting impact on the client, opening doors for other partnerships.

F1 Soft Business Limited

Submission To	Contributed By
Anshu Chalise	Krishna Prasad Bajgai
CEO	Junior Business Analyst
F1 Soft Business Ltd.	F1 Soft Business Ltd.

Task 2

Introduction

The goal of this evaluation is to examine and evaluate how I participated in the group project, the effectiveness of our collective efforts, and the part that collaboration played in successfully submitting the conference proposal to Yeti Explorations. Along with comprehensive coverage of topics of the space industry, the report will go into great detail about how crucial team dynamics are to the conference's success. It will look at the role that strong interpersonal ties and critical thinking had in the development of the conference pack. These elements will be examined to understand how leadership, shared objectives, and respect among team members impact the conference's success.

Evaluation of role

I had a significant role in the group project's analysis and choice to concentrate the conference proposal on the area of space exploration and tourism. I also contributed to the proposal by utilizing project management software to create an effective timeline and provide the customer with a variety of options and situations. I actively participated in all group meetings, frequently showed up, and offered my feedback and suggestions for improving the strategy. Overall, I believe that my contributions to the team project were valuable and helped us reach our goal.

Assessment of interpersonal competence

I conducted the event using my people abilities, which significantly contributed to its successful finish. The event was organized with enthusiasm by my entire crew. Before we started, I urged the members of my team to provide their thoughts and recommendations for the event. Nearly everyone provides their ideas and viewpoints, and I was paying attention to them while I planned the event. Any project involving a group of people has to have efficient communication to be successful. We employed both verbal and nonverbal communication strategies to encourage effective teamwork inside our business.

Inspection of Critical Thinking and Reasoning

We conducted in-depth research and assessment to support the choices we made in the proposal. Our critical reasoning and thinking were successfully applied in the formulation of a workable conference concept.

The value of team dynamics

The reputation of the company, team and individual performance, and many other facets of professional life are significantly impacted by a team's efficacy. Throughout the project, we encountered a lot of challenges, but our strong team dynamic helped us get beyond them. The most important aspect of team dynamics was effective communication since it avoided conflicts and misunderstandings.

Analyst of team dynamics

Our team had a clear divide between main and minor duties, which helped us reach our goals. The initiative benefited from the equal contributions and mutual support of all group members. Each member had the opportunity to contribute their unique perspectives, knowledge, and skills, which led to the completion of a well-rounded and detailed project.

The team's positive outlook encouraged collaboration and togetherness. I believe that our excellent preparation and cohesive collaboration led to the effective execution of the conference proposal.

Conclusion

The group project was a great learning experience that improved my ability to work with others, think critically, and form relationships. I believe that I contributed something to the project, was useful, and got along well with the other team members. The team dynamics had a significant impact on the project's success, which was evenly shared by everyone.

Use of Numerous Problem-Solving Methods

It is essential for Yeti Explorations to use a range of problem-solving methods when setting up the conference. The following problems could be fixed:

- ❖ Creative Exploration: Creative exploration is a crucial component of methods for problem-solving because it enables people to develop a variety of unique, flexible solutions to problems. We may generate fresh ideas for discussion topics, workshop themes, and social engagement activities by planning collaborative exploration sessions with the team and appropriate stakeholders.
- ❖ Analysis of Underlying Factors: It's important to understand the underlying causes of problems before attempting to fix them or overcome obstacles. We can explore the root causes of the issues by carefully looking at fundamental parts. For instance, if attendance quotas are put on technical seminars, we may look into and provide workable ways to solve the underlying issues, including venue capacity or resource availability.
- ❖ Comparative Analysis Grid: When there are several options or factors to take seriously, using a comparative analysis grid might be useful. By giving weights and grades to several aspects, such as site suitability, budget, and operational feasibility, we may conduct an objective assessment and comparison of a variety of choices. Use this comprehensive strategy to identify the top conferences, registration regulations, and sponsorship strategies.
- ❖ Risk assessment and reduction: Risk assessment and reduction are essential for a meeting to be successful because they help you predict and reduce any possible hazards. By carefully analyzing possible risks, we can spot potential difficulties like outdated technology, time management concerns, or financial limitations. Making proactive preparations and backup plans in advance may greatly increase the probability that a meeting will go as planned.

With the help of these effective techniques, we can get through challenges, come up with fresh ideas, and improve the management and organization of the Yeti Explorations event.

Problem	Classification	Prospective Results	Planning and Execution	Evaluation
shutting off the source of electricity	Technical	Productivity declines when conference activities are suspended.	As an alternate backup source, a backup generator was built.	Examine if the backup power alternatives are viable.
			The issue has already been communicated to the participants and other crucial parties.	The meeting's schedule and the level of participant satisfaction both dropped significantly.
Internet Issue	Technical	Online resources are unavailable and streaming sessions are interrupted.	There is a backup internet connection in addition to a mobile hotspot.	monitoring the reliability of the internet connection.
			During the disconnect, we offered offline substitutes for the functionality that were required.	The participants' comments on the quality and usability of the internet were carefully considered. The study identified uneven internet accessibility as a serious issue.

Budget Issues	Financial	incapacity to pay for conference expenses and the potential for a decrease in the quality or scope of the event	Allocations that were budgeted need to be examined and changed.	following the revised budget and keeping an eye on the money
			examining potential cost-saving measures (Sponsorship)	Analyze the impact on the success of the conference and participant satisfaction.
Speaker postponed or canceled	Logistical	Schedule irregularities and perhaps resentful attendees	We made a backup timetable in case someone wasn't available.	Evaluation of the effectiveness of the replacement and communication strategies.
			Let everyone know as soon as possible about the change.	We measured their level of satisfaction with the rescheduling because the majority of participants were reliant on other people.

Use of Critical thinking in three days events:

Effectiveness and influence of a three-day conference heavily depend on the ability to think critically.

During the event, analytical thinking is utilized to assess thoughts critically, go over the relevant facts, and make defensible decisions. Analytical thinking must thoroughly consider the conference's objectives, target audience, and expected results. It is crucial for selecting timely and captivating subject matter, selecting keynote speakers with care, and designing engaging sessions that advance convincing ideas. Critical thinking is also required for seeing potential threats and challenges as well as for developing backup plans in case of unanticipated situations.

During the conference, the attendees' active participation and thoughtful questions strongly promoted critical thinking. They expertly mix and evaluate facts from many sources to support their opinions and judgments. Like excellent authors who craft persuasive language, presenters and speakers employ critical thinking to generate compelling presentations. They take care to

make sure their arguments are strong, supported by reliable data, and effectively answer any potential objections.

Effective critical analysis is used to properly examine the conference's overall impact and results. The conference planners give careful consideration to the conference's goals, participant input, and session evaluations. They assess the benefits and drawbacks of the event to improve subsequent conferences.

The success of a three-day conference ultimately depends on the growth of critical thinking. This essential skill encourages careful preparation, boosts audience engagement, makes decisions easier, makes it possible to solve problems quickly, and encourages a culture of lifelong learning.

By encouraging the development of critical thinking, conference planners and participants may create an exciting and psychologically stimulating environment, resulting in a satisfying and successful event for all parties involved.

Studying approaches to solving issues

In our endeavors at F1 Soft Business Ltd., my team and I, operating as junior business analysts, adopted a strong emphasis on employing effective problem-solving strategies throughout the event planning and execution.

The forthcoming report will delve into comprehensive insights regarding the tactics we diligently employed during the tournament. As highlighted earlier, we approached each concern that arose during the sessions with a systematic approach. Nevertheless, it remained of utmost importance to recognize and express gratitude for the challenges that surfaced before delving into the viable solutions.

Evaluation of the Problem

A number of unexpected issues, including ones with the internet and power, surfaced throughout the event. But when we looked into further, we discovered that these issues' fundamental causes had changed. These unexpected obstacles made it extremely difficult for us to execute the event as planned and affected our workflow.

A range of problem-solving techniques should be used and put into practice:

The Yeti Explorations conference will be professionally organized and executed using a variety of tactics, with a focus on commercial space exploration and space tourism.

When choosing these strategies, great consideration was given to the customer's goals and the participants' needs. The team will employ a variety of strategies, including participant interviews and workshop facilitation, to thoroughly understand the demands and obstacles that participants and participating businesses must confront. All observations will be thoroughly documented and evaluated in accordance with best standards for the sector.

The group will modify their presentation approach according to the audience in order to provide the conference's suggested solutions in a perceptive and efficient way. Due to careful planning, a range of session types, including inspiring keynote speeches, in-depth scholarly lectures, and engaging workshops, will be provided throughout the conference. This adaptable organizational structure aims to encourage active involvement and participant engagement.

To reach more people, the team will live broadcast the conference's keynote presentations and sessions. They have backup systems, so they are ready for any technological issues that may arise. The major purpose is to organize a versatile and interesting conference that achieves its goals by making deliberate decisions at every level of preparation and successful execution.

Identifying the success of the event by:

The key to ensuring the success of any event is applying mental abilities to think of, organize, and successfully carry out plans in an effective manner. For the planning and implementation of an event, critical thinking is required to spot possible issues or impediments and find solutions.

To arrive to logical conclusions, one needs thought, reasoning, and careful analysis of a variety of evidence. Critical thinking is essential for success in the field of event management. This crucial ability is necessary for setting objectives, creating plans, and selecting the best course of action. For an event to be successful, it has to be thoroughly researched and examined. Event planners must determine their target audience, define clear objectives, analyze their resources, financial situation, logistical problems, and target audience preferences. Planners may use critical thinking to make informed decisions, evaluate both the advantages and disadvantages of various solutions, and proactively address any issues.

The ability to evaluate claims for accuracy, evaluate the importance of information, and arrive at well-informed choices are all examples of critical thinking skills. For this operation, a thorough assessment of the data is required to guarantee the reliability and usefulness of the data. People may make informed judgments by thoroughly evaluating the evidence, identifying any subconscious prejudices, conflicts, or errors, and then coming to fair and reasonable conclusions.

1. My (Krishna's) role as coordinator

I am responsible for a variety of tasks as a coordinator, including efficiently planning events with little notice. I've engaged with several team members and participated in a variety of educational training events over the previous three years, which has really increased my knowledge and abilities. With this information, I am certain that I can make the workplace enjoyable for each team member and provide them with beneficial guidance and support.

2. The Job of the Event Manager (Denish)

Their primary duty as the officially designated event organizer is to efficiently arrange, oversee, and manage the event. The main responsibilities of the event manager include a broad range of tasks that ensure the requirements and goals of each participant are properly met. This necessitates selecting appropriate settings and making sensible financial choices in order to guarantee the event's success.

3. Technician Bipin's function

Due to his outstanding technological proficiency, Bipin is the best choice to provide simple movement and seamless transitions for both attendees and speakers during the event. By keeping an eye on all technology-related components, including computers, speakers, projectors, and power, he effortlessly controls any technical issues that may arise, which makes the event experience incredibly successful and enjoyable.

4. Dinesh's position as project manager

The major responsibility of the selected event manager is to successfully plan, organize, and carry out the event. This requires managing a variety of duties, assuring the achievement of the stated goals, and ensuring participant satisfaction. The event planner is in charge of carrying out the vital duties of selecting the appropriate locations with care and effectively allocating financial resources to increase effectiveness.

5. Participant Arju's role

A facilitator is an organizer who oversees a group undertaking, occasion, or event. The agenda preparation and making sure everything is ready before any conversations begin are the facilitator's main duties. They usually have years of experience in this field and are skilled at encouraging collaboration to produce the desired outcome.

In summary, team dynamics greatly impact the effectiveness and achievement of objectives in group activities.

The dynamics of a team have an impact on the members' motivation and level of engagement.

When team members experience respect, support, and involvement in group activities, they are more likely to give it their all, maintain solid faith, and completely embrace their various roles.

Dynamic team's effectiveness

A successful event requires a strong team that takes part in thorough preparation and flawless implementation. In order to do this, it is crucial to foster a cooperative environment where mutual respect, trust, and cooperation lead to an open exchange of ideas and speedy task completion. By taking advantage of individual talents and making up for one another's weaknesses, the team may create balance in the assignment of tasks. This is going to boost output and efficiency. Respected and trustworthy team members are more adept at communicating, taking constructive feedback, and overcoming unexpected obstacles. Because of a sense of shared responsibility and established goals, the team is able to handle problems and move rapidly. As a result, the team's efficient communication and well-planned work greatly contribute to the overall success of the event.

My role's evaluation:

I used to work in event management at F1 Soft Business Ltd., and I was entrusted with preparing a significant corporate training event meant to develop professional abilities. My work was overseen by the manager of training and development. I laboriously created a three-day training schedule with specific goals, concentrated effort, and strategic timing. The conference began up with a warm welcome, an introduction, and an in-depth discussion on "The Future of Sustainable Energy."

On the second day, I studied extensively for around 2.5 hours to make it successful. Following that, I had enlightening talks with influential people from the public and private sectors while taking a tea break. The continual guidance and support of my excellent coworkers helped me overcome my first trepidation despite the challenges offered by a hectic schedule and a large number of guests.

Since I am aware of the advantages of working as a team, I enlisted the help of four close friends who voluntarily shared the load and assumed various duties necessary for the event's success. By serving as a team leader, project manager, event manager, techie, presenter, and facilitator, they significantly aided in the success of the course.

After the event, I carefully analyzed participant comments to assess its overall success. I highlighted how crucial it is to hear many points of view because it could be challenging to regularly understand everyone's perspectives. I promoted free dialogue and participation on significant issues. I just had a debriefing session where I outlined many times when I might have led the team with greater proficiency. We discussed the experience.

Overall, I was successful in organizing a training session that the participants enjoyed and found instructive while yet providing room for growth. I was able to do this by applying my skills, knowledge, and experience.

Task-3

CPD

The intentional upkeep and growth of the information and abilities required to function in a professional context is known as continuous professional development, or CPD. This may entail honing one's already existing talents, elevating them to a new level, or learning brand-new ones that would enable one to take on additional responsibilities or position oneself for a prospective promotion.

(The CPD Standards Office, 2023)

Importance of CPD and its Contribution to Learning and Motivation:

In the quickly changing world of today, when new technology, processes, and best practices are always being produced, continuous professional development (CPD) is crucial.

By keeping up with the most recent advancements in their sector, professionals may stay relevant and competitive.

By enhancing knowledge and skills, improving employability, and creating new possibilities, CPD also supports career growth. Professionals may raise the bar of their work, leading to better results and more job satisfaction. Additionally, CPD gives people the flexibility they need to successfully manage difficulties and deal with difficult issues in a dynamic workplace. CPD motivates employees and develops a growth mentality, which in turn motivates staff to actively look for areas for improvement.

Motivational Theories and Their Impact on Workplace Performance:

The role of Continuing Professional Development (CPD) in the workplace is examined in terms of motivational theories, and it is obvious how crucial CPD is for increasing productivity and inspiring workers. Maslow's Hierarchy of wants is addressed by CPD because it provides opportunities for growth and progress, which meet higher-level wants like self-esteem and self-actualization. Herzberg's Two-Factor Theory states that CPD motivates employees by directly affecting variables like professional success and advancement, which in turn increases job happiness. Expectancy Theory and CPD complement one other since it increases people's skills,

knowledge, and self-assurance in their ability to do tasks effectively. CPD (Continuing Professional Development), which helps professionals create specific, measurable goals for their progress, may be of important use to professionals. According to the tenets of the Goal Setting Theory, CPD effectively boosts motivation and promotes productivity at work by establishing a clear and attainable path for their advancement. (in, 2014)

Justification for CPD in Motivating People:

According to CIPD (2013), continuous professional development (CPD), which aligns with people's innate aspirations for professional and personal improvement, is a potent motivator. By allowing access to CPD choices like relevant workshops, training sessions, and conferences, organizations demonstrate their genuine regard and commitment to their staff. They are more committed, effective, and satisfied with their jobs as a result of their understanding of and involvement in their career path. CPD provides employees the ability to learn state-of-the-art abilities and knowledge that enhance their performance at work, further igniting their ambition to hold crucial positions.

Enhancing Team Participation and Contribution:

By continually enhancing your professional skills and knowledge, you may significantly boost your ability to actively engage in and contribute to your team. The ability to increase your knowledge is the primary benefit of CPD. As a result, your knowledge and self-assurance grow, allowing you to considerably advance the work of the team. Additionally, CPD typically entails communication training, which could improve your capacity to work cooperatively and effectively communicate your viewpoints in order to support a joyful and fruitful workplace atmosphere. The CPD leadership development program increases your ability to assume greater responsibility within the team and actively engage in decision-making, which has a positive impact on team dynamics and outcomes. After engaging in CPD, people could feel more accomplished and advanced, which might boost their drive. As a result, you become more enthusiastic and engaged in team activities, which eventually enhance the performance of the team.

Contribution of CPD to Aims and Measurement:

Continuous professional development (CPD) is evaluated for its effectiveness in terms of how it improves both team performance and professional growth using a number of evidence-based measures. Performance improvement may be measured after taking part in CPD programs by observable gains in skills and competencies. Feedback from coworkers and team members may include crucial insights on how contributions and performance have evolved over time. The aims

of the development plan are assessed to see whether CPD efforts were effective. The advantages of newly acquired skills and knowledge are highlighted when assessing how CPD has affected project results, such as the success of a conference proposal. Self-evaluation enables inward contemplation on achievements and levels of confidence in particular areas.

Job satisfaction and motivation may be used to gauge how successful CPD is. Peer reviews might provide insightful appraisal of contributions and performance. One may enhance their knowledge and boost team performance through a full comprehension of Continuous Professional Development (CPD), the strategic use of inspiring concepts, and the design of a carefully planned development strategy. The continual development and relevance of CPD activities in a changing professional environment are ensured by regular evaluations.

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