

PLAN OF ACTION

I hereby would like to apply for the *post of Team Leader of Operations* through which I will –

- Lead the meetings conducted.
 - I will oversee the functionality of a workgroup by providing guidance and instruction and also will ensure to manage a well-disciplined meeting.
- Develop team strengths and improve weaknesses.
 - Identifying the strengths and weaknesses of team members and guiding them accordingly by assigning them small tasks will be taken care by me.
- Keep track on the progress of the team.
 - Setting clear team goals and evaluating progress along the way which allows the teams to work collaboratively will be done by me as a Team leader.
- Organise team meetings.
 - I will organize team meetings, decide the topics of discussion and also help my teammates to bring out their best work.
- Delegate the given tasks effectively.
 - As not all the team members are the same, I will take the initiative to find out the individual strengths and delegate the tasks accordingly.
- Ensure collaborative work.
 - “Talent wins games, but teamwork and intelligence win championships”. I solely believe in this quote and accordingly will work with my team to result in the future endeavours of the club.

In a nutshell, I will always be available for my teammates to support them and also encourage to improvise themselves by assisting them. I will also take the responsibility of my team welfare regarding the social conflicts if any.