

PLAN OF ACTION

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

- Organise Team meetings.
 - I will organise Team meetings keeping in mind the availability of the team members and ensure to manage a well-disciplined meeting.
- Generate feedback after the sessions.
 - Feedback is one of the most important sources which influences the future events and will simultaneously work on the negative feed-forward with my team, making the events more interesting.
- Actively debrief meetings.
 - I will also keep track of the club events organised and arrange for a short debrief sessions.
- Work on the database.
 - I promise to keep the data secure by not disclosing it and to stay loyal to my work.
- Manage my team to prepare informative presentations to the club.
 - “*The more we practically do, the more we learn*” as said I will engage my team to prepare interesting and informative PowerPoint presentations about soft-skills and interpersonal skills which plays an important role in personality development and also which is the main entrepreneurial skill.
- Track the events of the club and generate a report based on the club activities.
 - Bi-weekly report will be prepared which helps in analysing the growth of the club and improvise the actions to be taken for future events.

In this journey, I would also like to improve my leadership qualities and enhance my self-confidence along with the team. Besides, I will be available for my team anytime and sincerely work towards the goal.