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LEADERSHIP AND MANAGEMENT DEVELOPMENT

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PART A

Introduction

Owing to the degree of trust that others in the community or society have in them, certain individuals in society are referred to as leaders. The task of a leader can be difficult and necessitates strong concentration abilities and maturity. One of the most essential attributes of a leader is being able to regulate one's feelings, behaviours, thoughts, and moral conduct (Lumpkin & Achen, 2018). A profound understanding of self-awareness is an attribute that all leaders are required to possess. Self-awareness is being able to comprehend and identify one's expertise, emotions, and personality. People are more competent to address challenges since they are more effectively able to identify their abilities as well as their shortcomings. In particular, it raises their ability to interact with others, allowing them to be more effective teammates and friends. This paper aims to shed light on the importance of self-awareness, and how it helps in the development of leadership. There will be a further discussion on how learning to work in a team effectively and obtaining and giving feedback help leaders with their successful career advancements.

Discussion

Self-aware leaders are more competent to acknowledge and regulate their own feelings which may assist them in dealing with challenging situations and resolving disputes. As a result, they are better equipped to respond to shifts in constructive, less disruptive manners, which can help them lead and supervise others. Individuals construct their decisions on how they understand the reasons behind another individual's behaviours and responses. An individual will be able to make more informed choices if they have an understanding of their weaknesses. As a result of this, it can be hard to comprehend misconduct without receiving

proper criticism or feedback. Self-awareness may be enhanced by employing feedback, as well as required modifications may be implemented (Lacerenza et al., 2018). The ability to comprehend how one's actions and behaviours affect others is gained through working as part of a team, which proves essential for achieving a state of self-awareness. In addition to that, it makes it possible for people to gain a comprehension of the value of collaboration and communication while acquiring the ability to collaborate harmoniously with other individuals.

A crucial part of organisational communication is feedback or constructive criticism. Task accomplishment is benefited from impartial and evaluative feedback (Lee et al., 2021). There may be serious repercussions in organisations lacking an environment of free interaction and feedback. The purpose of leaders' scheduled meetings with their teams is to receive and provide feedback. Employing feedback might assist individuals become more self-aware and implement modifications that are needed. A leader who can obtain and provide feedback effectively could not merely assist the organisation become more productive and engaged, additionally, he or she will be able to assist in developing a culture of belonging. Offering constructive criticism or feedback motivates members of the team to operate at their greatest potential and defines why underachievers are not living up to standards. Team members will acquire an improved awareness and a clearer understanding of the objectives of the organisation if leaders regularly provide feedback (Newman & Ford, 2021). Members of the team are encouraged when they obtain positive acknowledgement and feedback for their contributions. Leaders often arrange one-on-one meetings in order to establish an exclusive setting for discussion because they are hesitant to give their team members criticism in front of others, which might negatively impact their self-esteem and confidence. It can be difficult and cause disinterest and stress to provide feedback on many different subjects at the same time. So that they can collaboratively talk about feasible

options, leaders are required to structure their feedback in an understandable and precise manner.

Members of the team are more inclined to have faith in their leader when they are able to communicate their problems to them and discover actions taken as a result. Members of the team comprehend that their supervisors or leaders are dedicated to establishing a safe working atmosphere where all perspectives of all team members are taken into account. It is simpler to assess progress and prevent misunderstandings about requirements when leaders emphasise the outcomes and jointly talk about targets for performance. Sharing positive feedback is crucial. It is an excellent strategy to give members of the team gifts like gift cards, and others when they reach significant milestones (Brock et al., 2021). Leaders could acknowledge team members in a team meeting or over email and highlight how their efforts contributed to the organisation's success. Leaders are able to lead by instance by requesting feedback from the members of the team. The team members' feedback could assist the leaders in identifying their abilities as well as their shortcomings. Surveys are an effective tool for obtaining anonymous feedback. By means of surveys, members of the team are able to express their opinions without experiencing the stress of an in-person conversation (Lakeman et al., 2022). Thus when leaders get feedback, they come to understand important things concerning the way other people view their behaviour. This feedback can assist them in locating possible areas of concern where they could unintentionally cause harm and possibilities for development. Establishing objectives for one's own development, and recognizing one's own abilities and potential for enhancement are both possible with the help of efficient feedback.

An essential aspect of professional as well as personal growth is learning how to operate in a team (Carney et al., 2019). It not only enables individuals to work together and accomplish common objectives, but it additionally helps in the creation of crucial skills and

attributes necessary for leadership and self-awareness. In order to make sure requirements are communicated to the members of the team in a manner that they comprehend, leaders are required to be experts in both verbal as well as written communication. Self-awareness permits individuals to assess their expertise in order to make better contributions and create an organisational culture that promotes collaborative efforts. Self-awareness training helps individuals develop an enhanced awareness of collaboration and teamwork, and a capacity to assess their leadership abilities (Ly, 2022). A concise objective is provided for the members of the team by good leadership, in addition to an approach to achieving the goal. The efficiency of management as well as collaboration significantly impacts an organisation's capacity to accomplish its objective.

By means of teamwork, people are able to improve their interpersonal skills, learn to resolve disputes as well as collaborate together to accomplish a common objective. Collaborating as a team allows people to cultivate crucial leadership skills like active listening, compassion, and the capacity to inspire and encourage others (Nolan-Arañez, 2020). People are more capable of working together and enhancing the strengths of one another while making up for their less-developed qualities while they are aware of their individual abilities and the strengths of the other people in their team. Therefore learning to work in a team is crucial for developing a leader's self-awareness. A leader's ability to nurture self-awareness is facilitated by collaboration, which also fosters an atmosphere of diversity and inclusion. People are able to develop an understanding of and acceptance of diversity, which is a necessary attribute for successful leadership, by collaborating with people ¹ from a variety of cultures and backgrounds (Barakat et al., 2019). People are able to learn about their abilities as well as their shortcomings as well as take steps toward becoming stronger by asking for and obtaining feedback. Thus being involved in a team additionally offers this opportunity of gathering feedback from other people, which may assist them to

establish self-awareness. People may learn and gain insight from others when they work in a collaborative environment, which may assist them to acquire new abilities and techniques.

Conclusion

Therefore from the above discussion, it can be said that in order to promote their growth both personally and professionally, people, particularly leaders, are required to make an effort to participate in collaborative efforts and look for chances to work with other individuals. People get the chance to acquire crucial skills as well as characteristics that are vital to leadership and self-awareness. Leaders may encourage teamwork and creativity, strengthen connections with members of the team, and create an understanding of direction and purpose that is understood by all. A leader's performance can be increased and their abilities as leaders can be strengthened by identifying their weaknesses as well as their strengths and getting and providing feedback. Therefore learning to work as a team, and by obtaining and giving feedback, a leader's self-awareness can be developed which leads to successful career development.

PART B

Self-awareness is an initial understanding that comes effortlessly when a leader and members of the team consciously follow it. A strong leader has a variety of abilities that allow them ² to work with their team members to productively and constructively accomplish a common goal (Griffiths et al., 2021). Working together as a team encourages the members of the team to put their expertise into practice, offers the whole team chances to be creative and improve their understanding, and maintains track of their advancement while offering recommendations and guidance. Having the ability to obtain and give feedback enables people to obtain honest feedback or criticism on their behaviours and performance, which serves as essential for developing a sense of self-awareness. Leaders may promote a more uplifting and effective environment at work by encouraging the practice of open discourse and feedback. Thus such skills help individuals to succeed in their sphere of work.

SELF-ANALYSIS

SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> • Good management and leadership skills • Proper time management skills • Effective communication skills 	<ul style="list-style-type: none"> • Improper emotional management • Health issues • Improper knowledge of strategies

Opportunities	Threats
<ul style="list-style-type: none"> • Management of health issues • Acquiring more strategic knowledge • Enhancing communication skills 	<ul style="list-style-type: none"> • Changes in selection criteria • Knowledgeable young people in the same trade

- ***Strengths:***

Management of strengths is considered to be one of the effective attributes for the personal and professional development of an individual. As a leader, I am able to acquire some strength for my personal development. I am good with my management skills. This can be proven to be helpful for me to manage any type of operation or event related to my task, or my department. I am good with my leadership skills as well. I am able to manage any type of people, as well as able to manage the whole team in a dextrous and effective manner. Apart from this, I have proper knowledge regarding the management of time. This can be proven to be helpful for me to manage all tasks assigned to me, within the due time. Moreover, I have some skills related to effective communication. This can be helpful in the process of maintaining a proper chain of communication inside, and even outside the workplace. These mentioned strengths are supposed to be helpful for me to achieve my desired position and work function in the concerned workplace. These are also supposed to be helpful for me to enhance all my strong aspects regarding my personal work functions in an easy manner.

- ***Weaknesses***

Weaknesses are considered to be essentially connected with the strengths of a certain individual. Although I have some strength, I have some weaknesses or flaws. I am not properly able to my personal emotional prospects. This is capable enough to lead me to get angry at small things. This can even have a massive impact on my personal workforce as well. Apart from this, I have some health issues, which can be counted as one of my major weaknesses or flaws. Due to the same reason, I sometimes become unable to seize various

types of advantageous opportunities. This can also make a massive impact on my personal work function in an effective manner. Apart from this, I have another weakness related to my knowledge. I have some issues regarding my improper knowledge of strategies. As a leader, this can also be counted as one of the major problems in the workplace. These mentioned weaknesses are supposed to be the major flaws in me, as a leader. I am supposed to take effective initiatives for managing weaknesses in an appropriate manner.

- ***Opportunities***

Seizing various opportunities can be counted as one of the major prospects for the development of an individual's personal and professional skills. Apart from the mentioned various types of strengths and weaknesses, I have some opportunities before me in the upcoming future. I have started to take the initiative for strengthening my strengths and even manage my weaknesses. I have started to manage my health issues in an effective manner. This can be helpful for me to seize various beneficial opportunities in future. I have also started to gain more knowledge regarding various strategies in an effective manner. This can help me to take relevant and effective strategic approaches for the betterment of my team and the concerned workplace in a dexterous manner. I have also taken effective initiatives in the process of enhancing effective communicative skills. This can be proven to be helpful for me to manage a proper relationship with the various people inside and even outside the concerned workplace. These mentioned prominent opportunities are expected to be helpful for me to enhance my personal leadership, as well as management skills in a dexterous and effective manner.

- ***Threats***

Threats are supposed to play an effective role in the development of the concerned individual in an effective, as well as dexterous manner. It also helps to measure how much an individual is able to exist in society, or in the concerned workplace with dexterity and

effectiveness. Although I have some prominent opportunities, I have some threats in front of me as well. Potential changes in the criteria for the selection of employees can be counted as one of the major threats for me. Due to the changes and developments in technology, it can be stated that I have not been able to cope with the same in an appropriate manner. Apart from this, I can also mention another type of threat to my personal, as well as professional development. There are many young people, who are more knowledgeable than me. They are capable enough to handle the various types of advanced technologies in an easy and dexterous manner. They can even be capable of managing the implementation of the advanced technologies of the modern world for the betterment of the concerned workplace. These are the potential threats, according to me, which can have a massive impact on my personal, as well as professional development in an effective manner.

Tool kits

In regard to the Career Enhancement Model for Employability for part-time students, there can be an invocation of a set of different types of toolkits for the enhancement of personal skills. These are:

- ***Tool kit 1: Describing an employable learner***

This tool kit is one of the major parts associated with the mentioned CEME questionnaire. This type of tool kit is supposed to be helpful in the various prospects related to the development of personal, as well as professional abilities in an appropriate manner. This mentioned tool kit is supposed to be helpful in the context of taking a clear note of the points, which an employable learner is supposed to apply, or even go through in an appropriate manner. Apart from this, it helps in the context of the alignment of the various capabilities of the concerned person related to digital knowledge and employability.

- ***Tool kit 2: Incorporating employability into curriculum design***

Apart from this, there can be an invocation of another type of tool kit related to the CEME questionnaire. This mentioned tool kit is supposed to be helpful in the process of redesigning the curriculum in an appropriate manner. It is also supposed to incorporate the various prospects related to employability and assess the learning and engagement of the employees in a dexterous manner.

- ***Tool kit 3: Embedding technology for employability into the delivery***

This toolkit is employed to assist in defining how technology may be employed to integrate employability into programs (Fraser et al., 2019). People can be highly motivated and engrossed by taking part in genuine and simulated learning experiences. Continuous education and career readiness thought can be advantageous to people. Employers will profit by hiring candidates who are adept at putting their digital skills and knowledge to use in a professional setting. People who are looking to improve and examine their own abilities for employment may find it useful to discover adaptable strategies.

- ***Tool kit 4: Widening support for employability***

Through improvements to plans, policies, and employee growth, this toolkit aids in the creation of organisational support for employability. It encompasses achievement recognition, monitoring of quality, ongoing improvement, integrating employability in procedures, strategies, and processes, collaborating and communicating for change, and so forth.

- ***Tool kit 5: Career transitions***

The primary objective of this toolkit is to assist people in navigating transitions in their careers, like changing occupations or sectors. It comprises resources like career transition evaluations, career counselling offerings, and job search techniques.

- ***Tool kit 6: Competency development***

In order for people to achieve success in their present role or on the job market, this toolkit is designed to assist them in developing the abilities and skills that are necessary (Rebele & Pierre, 2019). It contains resources like learning and growth initiatives, job shadowing chances, and evaluations of skills.

PART C

I am unable to adequately address my own emotional needs. This has the potential to make me irritable over trivial things. This might even have a significant effect on my own workforce. In addition to this, I also have a knowledge-related weakness. My inadequate understanding of strategies is causing me some problems. This is also one of the main issues that an individual faces as a leader at work. These are the areas that I need to work upon. The ability to learn to work in a team will help me in achieving success and assist with the successful growth of my career. Obtaining feedback from my team members will help me pinpoint the weaknesses that I have. Leaders are able to enhance their own efficiency alongside that of their team by using feedback as a tool for learning and enhancement. Leaders are able to foster an atmosphere that is more strengthening as well as productive by encouraging free dialogue and constructive criticism (Chanana, 2021). In turn, this will help them perform better on the job. In order to increase a leader's self-awareness, feedback is an essential tool. I can develop my interpersonal skills, learn how to resolve conflicts and work with others to achieve a goal by collaborating as a team. I will be able to develop important leadership qualities such as kindness, active listening, and so on.

Organisations can evaluate their workforce's employability and pinpoint fields for development and training using the CEME questionnaire. An approach for determining a person's employability in what they are currently doing or on the job market is called the CEME. The information concerning people's employability is gathered using the CEME questionnaire. A CEME questionnaire could encompass the following questions:

- How frequently does an individual engage in professional growth or education activities?
- How certain are individuals that their professional objectives will be met?

- On what basis do people network with other professionals in the industry they work in?
- How frequently do people go to business conferences or events?
- How content are individuals in terms of the balance between their personal and professional life?

Therefore from the above discussion, it can be concluded that the CEME questionnaire offers an organised framework for goal-setting and self-reflection, which might assist people think more tactically and over time regarding their professional growth.

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