

Professional Practice

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This assignment cannot be completed without the effort and co-operation from my classmates. They help me in my confuse and spend some time with me to make me clear.

A. Nirojan

Introduction

Professional Practice is a way how we are communicated and behavior in the professional industry. In this assignment, I have required to do lot of presentations, reports and surveys.

We are divided by teams and done a small online survey on self - studies and time management, it's an interest part in this assignment process.

And able to identify how we behavior in a workplace and how to solve the problems in a easy and silent ways and implement the solution. Finally, I have prepared the documentation for the survey to define what we achieve in this activity.

LO 01: Demonstrate a Range of Interpersonal and Transferable Communication Skills to a Target Audience.

Part 01: Communication Styles



Figure 1: Welcome Slide of Communication Styles



- **Introduction**
- **Communication Skills**
- **Interpersonal Skills**
- **Time Management**
- **Conclusion**

Figure 2: Contents Slide



Communication Skills

- Effective Communication Skills
 - Definitions of Communication Skill
 - Types of Communication Skills
 - Importance of communication skills
 - Way of Improving Communication Skills
 - Reduce stress in Communication skills

The Four Communication Skills

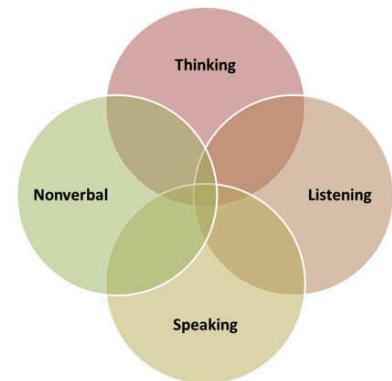


Figure 3:Slide About Communication Skills



Definitions of Communication Skill

- Communication is process of passing information and understanding from one person to another.
- Effective communication skills are a critical element in career and personal lives.



Figure 4:Slide About Definition of Communication skills

Professional Practice



- Verbal (sound, language, tone of voice)
paying attention to the words and feelings that are being expressed.
- Non verbal(facial expression, body language)
Giving full physical attention to the speaker; being aware of the speakers non verbal messages.
- Written(memo, report, letters)
Communication by means of written symbols either printed or hand written .
Written communication is the most common form of work places

Figure 5:Slide About Types of Communication Skills



- ❖ Interviews
- ❖ Telephone conversation
- ❖ Informal gathering of staff
- ❖ Dealing with clients
- ❖ Formal meetings
- ❖ Training sessions
- ❖ Giving the presentation
- ❖ Conferences
- ❖ Conversation over the lunch

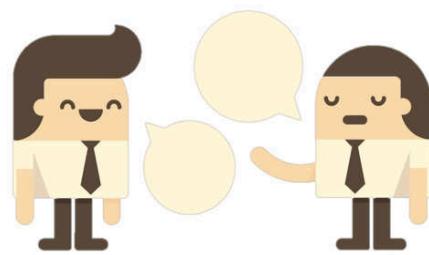


Figure 6:Slide about Verbal Communication in work place

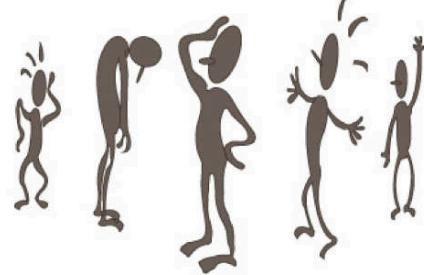
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Non Verbal Communication in work place

- shaking hands
- Eye contact in smiling
- Matching time orientations
- Avoiding nervous
- Stop talking and listen
- Using the voice effectively

Non-Verbal Communication



Speaks Loudly

Figure 7:Slide of Nonverbal communication in work place



Importance of Communication Skills

- Easily achieve the objectives
- Anticipate problems
- Make decisions
- Coordinate workflow
- Supervise others
- Develop relationship
- Manage knowledge, ideas and creativity
- Promote products and services

Figure 8:Slide of Importance of Communication Skills

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Way of Improving Communication Skills

- ✓ Know how to read non verbal communication signs such as body language.
- ✓ Improve your listening skills.
- ✓ Be clear and to the point.
- ✓ Ask open ended questions.
- ✓ Talking over each other.
- ✓ Practice writing reports / letters.
- ✓ Look presentable and confident.

Figure 9:Slide of Way of improving Communication Skills



Reduce stress in Communication Skills

- Trust
- Better understanding
- Cooperation
- Harmony
- More effective teamwork and problem solving



Figure 10:Slide of Reduce Stress in Communication Skills



Interpersonal Skills

- **Effective Interpersonal Skills**
 - Definitions of interpersonal Skill
 - Types of interpersonal Skills
 - Importance of interpersonal skills
 - Way of Improving interpersonal Skills
 - Reduce Stress



Figure 11:Slide of Interpersonal Skills



- **Interpersonal Skills:**
 - Soft Skills
 - Negotiating Skills
 - Assertiveness Skills
 - Social Skills.

Figure 12:Slide of Types of Interpersonal Skills



- The set of abilities enabling a person to interact positively and work effectively with others.
- When employees are hiring interpersonal skills are one of the top criteria used to evaluate candidates.
- Interpersonal skills are derived from the root word interaction and person.

Figure 13: Slide of About Interpersonal Skills



Soft skills are essentially people skills—the non-technical, intangible, personality-specific skills.

Here are the 8 soft skills you need to be successful!

- Communication
- Team work
- Problem solving
- Initiative and enterprise
- Planning and organization
- Self-management
- Learning
- Technology

SOFT ✓ SKILLS

Figure 14: Slide of Soft Skills

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Soft skills are very important in work place

- To handle interpersonal relations
- To take appropriate decisions
- To communicate effectively
- To have good impression and impact to gain professional development

Ways of improving soft skills

- WILLINGNESS TO CHANGE
- EDUCATION
- EVALUATION
- SELF-REFLECTION
- GOAL SETTING
- PRACTICE

Figure 15:Slide of Importance of Soft Skills



Negotiating is the process of communicating back and forth ,for the purpose of reaching a joint agreement about differing needs or ideas.

Types of negotiation

- Distributive(win-lose)
- Integrative(win-win)

The Importance of Negotiation

- ❖ Negotiate for Long-Term Career Success
- ❖ Negotiate Your Role
- ❖ Negotiate for Your Deal's Success

Figure 16:Slide of Negotiating Skills

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How to improve Negotiation Skills in workplace

- Being prepared
- Being silent
- Being observant
- Staying on top of your emotions
- Being creative and open to creativity
- Being decisive
- Being able to learn from every negotiation



Figure 17:Slide of Improve Negotiative Skills



Assertiveness Skills

- Assertiveness is about self confidence which means having a positive attitude towards yourself and others.

The Importance of Assertive Communication

- Allows you to set boundaries with aggressive people.
- Provides an avenue for speaking up confidently on your own behalf – this enhances your visibility and credibility.
- Allows you to express your ideas and convey your value in your organization, which boosts your self-confidence. This behavior allows you to establish and project the image of a poised and polished professional.

Figure 18:Slide of Assertive Skills

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How to improve Assertive Skills

- Being responsible for your behavior.
- Avoid being influenced
- Be honest regarding compliments
- Learn to say “No”
- Use “I” and “We” statements instead of “You”
- Use appropriate body language
- Choose assertive words carefully
- Avoid exaggerations
- Ask for feedback



Figure 19: Slide of How to improve negotiate skills



Social Skills

The interpersonal skills necessary for successful communication and social interaction.

Functions of social skills

- Recognizing emotions in others
- Effective communication
- Conflict resolution
- Self-regulation of emotions
- Social problem solving
- Acceptance and tolerance for others
- Healthy assertiveness



Figure 20: Slide of Social Skills



Important Social Skills You Need to Succeed at Work

- Empathy
- Listening
- Being positive
- Cooperation

How to Improve your Social skills at Workplace?

- ✓ Improve your confidence and self esteem.
- ✓ Join in office discussions.
- ✓ Participate in opportunities to give seminars and presentations.
- ✓ Read and be inspired.
- ✓ Try and understand human nature.
- ✓ Training your juniors.

Figure 21:Slide of Important Social Skills



Time management

- Effective time management
- Definitions of time management
- Types of time management
- Importance of time management
- Way of Improving time management



Figure 22:Slide of Time Management Skills



- Time management is the process of planning and executing it.



Figure 23:Slide of Definition of Time Management Skills



- Goal setting
- Prioritisation.
- Self-awareness
- Focus
- Planning



Figure 24:Slide of Skills of Time Management

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Personal Time Management Skills

- Set Goal
- Make schedule
- Revisit and revise your plan



```
graph TD; START[START] -- THINK --> PLANNING[PLANNING]; PLANNING -- ANALYSIS --> TRY[TRY]; TRY -- DO --> DO AGAIN[DO AGAIN]; DO AGAIN -- KEEP ON DOING --> SUCCESS[SUCCESS]
```

Figure 25:Slide of Personal Time Management



Improve your time management

- Outline Your Goals
- Determine Where You Want to Improve
- Talk to Your Team
- Learn How to Listen
- Get Organized
- Learn How to Effectively Communicate with Anyone
- Steps to Leadership Success
- Do smartly



Control Your Wasted Time
uncommonstudent.com

Figure 26:Slide of How to improve Time Management

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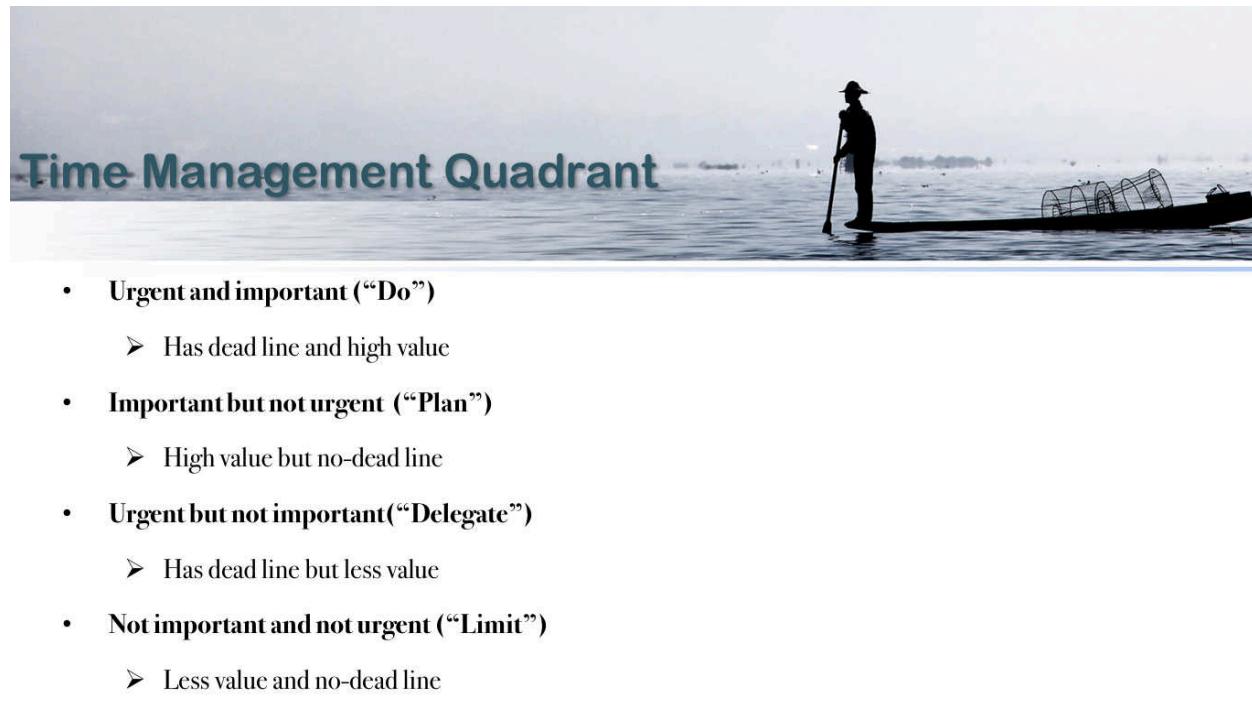


Figure 27:Slide of Time Management Quadrant

Good time management lead to	Poor time management lead to
Productivity increase	Productivity going down
Energy level increase	Energy level going down
Stress level going down	Stress level increase
Organizing	Disorganizing
Accomplished task	Unaccomplished task
Shorter task time	longer task time
Good relationship	Bad relationship

Figure 28:Slide of Good and bad time management



Managing your time

How are you spending your time?

- ❖ Sleeping
- ❖ Working on campus
- ❖ Going to class
- ❖ Doing library research
- ❖ Going to the gym
- ❖ Studying for test
- ❖ Exercising
- ❖ Attending on campus event
- ❖ Helping to friends
- ❖ Checking e-mail
- ❖ Caring for family members
- ❖ Shopping

Figure 29:Slide of How to Manage your Time



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Figure 30:Slide of References

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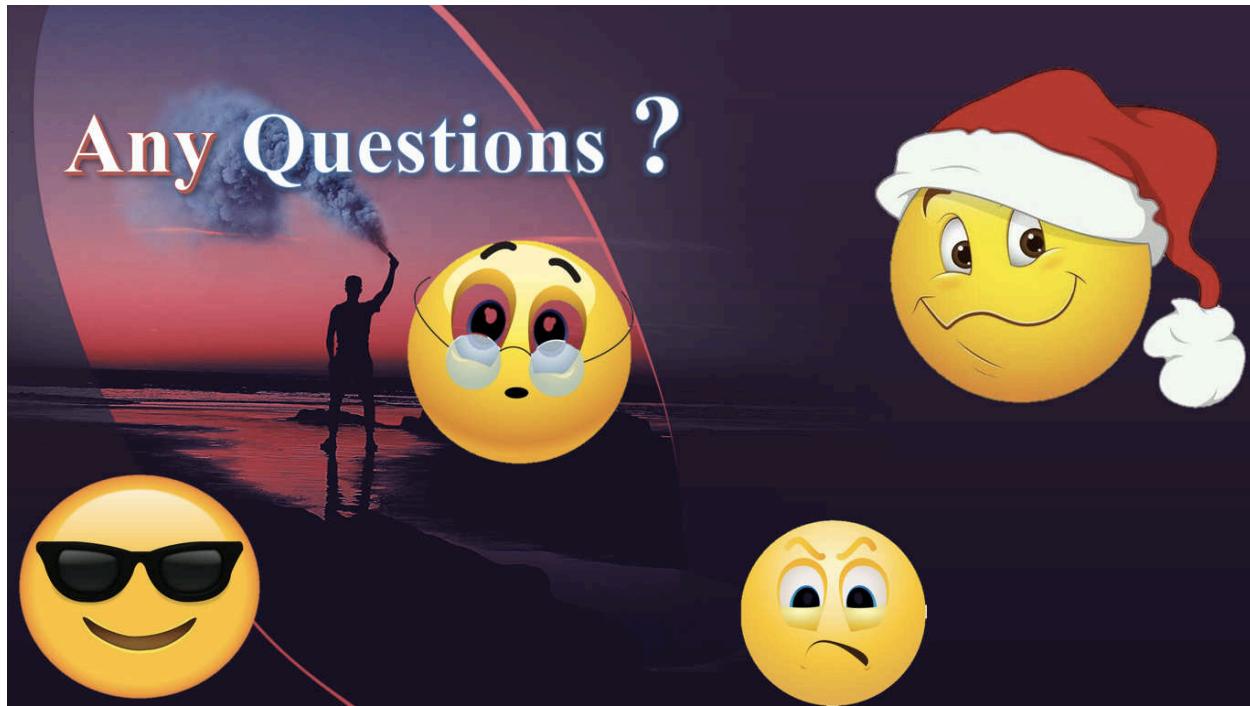


Figure 31:Slide of Any Questions



Figure 32:Slide of Thank You

P1: Communication Styles

In business, we will communicate with a range of various people in many alternative ways in which. These might include: promoting, networking, employee's conferences, consumer and provider conferences, disciplinary procedures, also as communicating with regulators or government agencies.

Communication can have certain goals and your aim are to attain these goals as effectively as attainable. if you're talking to a room full of colleagues, you'll use jargon and company ideals to gift your idea.

If you would like to maximize the effectiveness of your communication with numerous audiences, be aware of the various approaches. as an example, a joke within the workplace could be inappropriate when managing a client. On the opposite hand, the formal tone of a client negotiation will be inappropriate when chatting with colleagues.

Need to have an understanding of what your usual type of communication is. There are 5 communication styles, and whereas several people could use completely different styles in several things, most can fall back on one particular style, which we use as our 'default' style.

They are:

- **Assertive Style** – It is the healthy and most effective way style of communication and it is in the sweet spot between being too aggressive and too passive. Assertive is the style most people use at least. This style peoples are having some behavioral characters like
 - achieving goals without hurting others
 - Socially and emotionally expressive.
 - accepting complements.
- **Aggressive Style** – This type style persons are behaving like their needs are most important and they have more rights and have more contribute than other peoples. This style peoples are having some behavioral characters like
 - Try to achieve goals at expense of other peoples or clients.
 - Explosive, unpredictable
 - Threatening, loud, frightening

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- **Passive – Aggressive Style** – Peoples who behave in this manner usually feel powerless and resentful, and express their feelings. The expression cut off the nose to spite the face and this is the perfect example of passive – aggressive behavior. This style peoples are having some behavioral characters like
 - Sarcastic
 - Indirectly aggressive
 - Two – faced
 - Gossips
- **Submissive Style** – These style peoples are pleasing to avoid conflicts and some behavioral characters
 - Avoid confrontation
 - Feel like a victim
 - Refusing compliments
- **Manipulative Style** – Manipulative communicators are skilled about control others to their own advantage. Their words will hide an underlying message of other people might be totally unaware. Some behavioral characters
 - Control others in an insidious way.
 - Make others feel obliged.
 - Use artificial tears

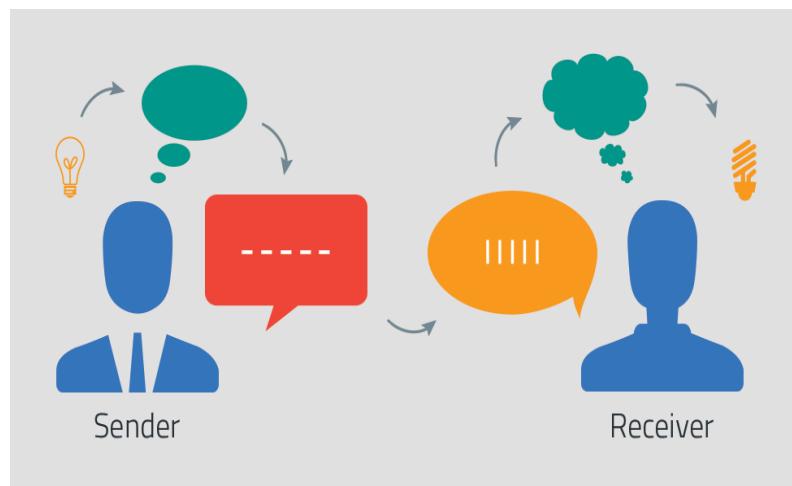


Figure 33: Communication Style of Sender and Receiver

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M1: Design of Programming Schedule

In 26 and 27 of May 2018 we arrange a work shop for the Professionals to give a deep impact and knowledge about employability skills.

These are designed to help finding, applying and securing jobs and work placements. These workshops will help to lead you that how to convey the strengths, skills and achievements. During the workshops youngsters are exposed to a series of sensible and interactive tasks permitting them to expertise a given material.

They then have an opportunity to reflect on the outcomes of the tasks during a cluster or one-to one basis. Next, they're presented with the key information summarizing what they need learnt throughout the experience and Reflective stages.

Each workshop starts at 09.00 am in the morning and ends at 04.00 pm every day.

1st Day of Work Shop		
Time	Employability Skills	Activities
09.00 – 12.00	Deep Demonstration About the Skills and importance of skills in Professional Industries.	Listening Activity
12.00 – 01.00	Lunch Break	
01.00 – 3.00	Deep Demonstration About Employability Skills.	Questions and Listening
03.00 – 04.00	Divide the clients into 4 groups and play games	We select the best team and give some small gifts to motivate them.

In this first day of work shop all professionals are welcomed and from 09.00 – 12.00, deep demonstration about the skills, how they help in the industry life and types of different skills. From 12.00 – 01.00 break for lunch and the professionals have their lunch and after they come back to work shop. 01.00 – 3.00 They come to the main point that is demonstration about the employability skills and after 03.00 – 04.00 divide into four groups and play some games and their results are noted down after that finish the workshop of first day.

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2 nd Day of Work Shop		
Time	Employability Skills	Activities
09.00 – 11.00	Soft Employability Skills	Listening and Relative videos
11.00 – 12.00	Hard Employability Skills	Related Videos and Management Challenges
12.00 – 01.00	Lunch Break	
01.00 – 3.00	Problem Solving	Group Activity on state some problems and get the solution from the groups.
03.00 – 04.00	Conclusion	The client rating analysis and the thanking.

In this second day of work shop all professionals are welcomed and from 09.00 – 11.00, about the soft employability skills, how they help in the industry life. After that 11.00 – 12.00 explanation about the hard employability skills and from 12.00 – 01.00 break for lunch and the professionals have their lunch and after they come back to work shop. 01.00 – 3.00 They come to the main point that is demonstration about the problem - solving skills and after 03.00 – 04.00 after that give the prizes for the winners of yesterday games and get the feedback and finish the workshops.



Figure 34:Image of a Training Event

Part 02: Training Program According to the Schedule

P2: Effective Time management Skills



Figure 36:Slide of front page

Contents

- **Time Management**
- **Time That Have**
- **Program Schedule for the Event**
- **Benefits**



Figure 35:Slide of Contents

Time Management

- Time management is a process that organizing and planning to divide how to divide the time between specific activities.
- Effective time management will enables to work smarter and not harder and highest achievers manage their time exceptionally well to succeed in their life.
- We will effectively manage our time like before starting our goals we want know our goals, Prioritize wisely, Plan ahead, Take care of yourself.
- We want to change habits and activities that cause waste of time.



Figure 38:Slide of Time management

Time That We Have In Our Life



In our life all are depends on our times and the time is ruling the world. We want to use our time effectively to achieve our goals.

- 01 Day – 24 hour
- 24 hour – 1440 Minutes
- 1440 Minutes – 86400 Seconds

So we have a lot of time in a day we want to use this time effectively the successful persons like Bill gates, Steve Jobs, Sundhar Pichai use their time effectively and now they become as a successors in the life and world.

Figure 37:Slide of time have in our life

Program Schedule for the Event

- If we are a student we want to setup a time table for studies and activities they will help us to use our time effectively.
- Before planning an event we want to plan a schedule because time schedules are the best way to finish the event successfully.



Figure 40:Slide of Schedule for the event



1st Day Schedule

1 st Day of Work Shop		
Time	Employability Skills	Activities
09.00 – 12.00	Deep Demonstration About the Skills and importance of skills in Professional Industries.	Listening Activity
12.00 – 01.00	Lunch Break	
01.00 – 3.00	Deep Demonstration About Employability Skills.	Questions and Listening
03.00 – 04.00	Divide the clients into 4 groups and play games	We select the best team and give some small gifts to motivate them.

Figure 39:Slide of 1st day schedule

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2nd Day Schedule

2 nd Day of Work Shop		
Time	Employability Skills	Activities
09.00 – 11.00	Soft Employability Skills	Listening and Relative videos
11.00 – 12.00	Hard Employability Skills	Related Videos and Management Challenges
12.00 – 01.00	Lunch Break	
01.00 – 3.00	Problem Solving	Group Activity on state some problems and get the solution from the groups.
03.00 – 04.00	Conclusion	The client rating analysis and the thanking.

Figure 42:Slide of 2nd day schedule

Benefits

- Before starting an event if we are run that on a schedule then it's easy and less stress.
- Minimize the Wastage of Time – We will minimize the waste time that gone in improper activity schedules.
- Improve our Responsibility - If we follow the time management effectively we will become as a responsive person.
- More free time – If we done the work according to schedule we will have a lot of free time.

Figure 41:Slide of benefits

Any Questions

Figure 44:Slide of any questions

Thank You

Figure 43:Slide of thanking

D1: Evaluate the effectiveness and application of Interpersonal Skills

Interpersonal skills are used to interact with people properly and good interpersonal skills are leads to many positions in organization. When we plan an event first of all we want a good knowledge about the interpersonal skills.

Some examples of interpersonal skills are

- **Self-awareness** – it is a main and essential skill that acts as a foundation to emotional intelligence in an event. At some points, most of us have worked with someone who had blind spot. Without understand their growth, employees can have for development. It is developed by the self-reflection and feedback.
- **Managing Emotions** – Life will be stressful on the work there are ambitious goals, disagreements with colleagues and large workloads can create more pressure for the professionals. A best employee is knowed about how to solve the stresses.
- **Listening Skills** – For a employee a main and major part of interpersonal skills and it's a challenge. if you have a stronger listening skills you have a lot of advantages.
- **Positive Thinking** – A one of the best quality that will want on a professional is positive thinking like I can and I will then they are the winners.

LO 02: Apply Critical Reasoning and Thinking to a Range of Problem – Solving Scenarios.

Part 01: Problem Solving

Problems are at the middle of what many of us do at work each day. whether or not you are finding a problem for a consumer (internal or external), supporting people who are solving issues, or discovering new issues to resolve, the issues you face can be giant or little, easy or complicated, and simple or troublesome.

People tend to try and do 3 things once faced with a problem: they get afraid or uncomfortable and want it would go away; they feel that they need to return up with a solution and it's to be the correct answer; and that they search for somebody answerable. Being faced with a problem becomes a haul.

Problem Solving Techniques and Uses

- **Identify the problem** – The most important step of the problem-solving technique is to identify the problem and it have some ideas to solve the problem. If you got a complaint from the client about one of the project team first you want analyze the problem and find out the solution.
- **Identify the Causes of Problem** – If you want to involve in the problem and find solution for that first of all you want find what are the causes for the problem. Ask questions that will help to understand the issue and need this critical information in order to present the most powerful solution.
- **Generate Ideas** – After identify the problem and causes we need to generate some creative and develop good ideas match to solve the problem.
- **Select one good idea** – After comes up with several ideas that will solve the problem, select one problem solving technique idea you decide to choose. Define critical criteria for the problem that use to evaluate how each solution compares to each other.
- **Implement Action** – When we have so many ideas to solve the problem first of all everyone understands their responsibilities and when you have taken responsibility for any fault, need to implement the plan and follow up. Solving quickly critical for all but sometimes get a mental block and are stumped to find a good solution.

Part 02: About the Survey



Figure 45:Slide of Time management Survey front page

Content

- Introduction for time management
- Principles
- Positive management VS Negative time management
- About our survey through questions
- Summary

Figure 46:Slide of Content Time management Survey

Introduction for time management



Figure 47:Slide of Introduction of Time management

Principles of time management



Figure 48:Slide of principles of time management

Positive time management vs negative time management

Good Time Management Skills Lead to:	Poor Time Management Skills Lead to:
↑ Productivity	↓ Productivity
↑ Energy Levels	↓ Energy Levels
↓ Stress Levels	↑ Stress Levels
Organization	Disorganization
Accomplished Tasks	Unaccomplished Tasks
Shorter Task Time	Longer Task Time
+ Relationships	- Relationships
↑ Self-Esteem	↓ Self-Esteem
Health	Illness

Figure 49:Slide of Positive and negative time management

About our survey & responses

- Gender



Figure 50:Slide about Survey responses

Professional Practice

Current stage



Figure 51: Slide of current survey update

Knowing the goal

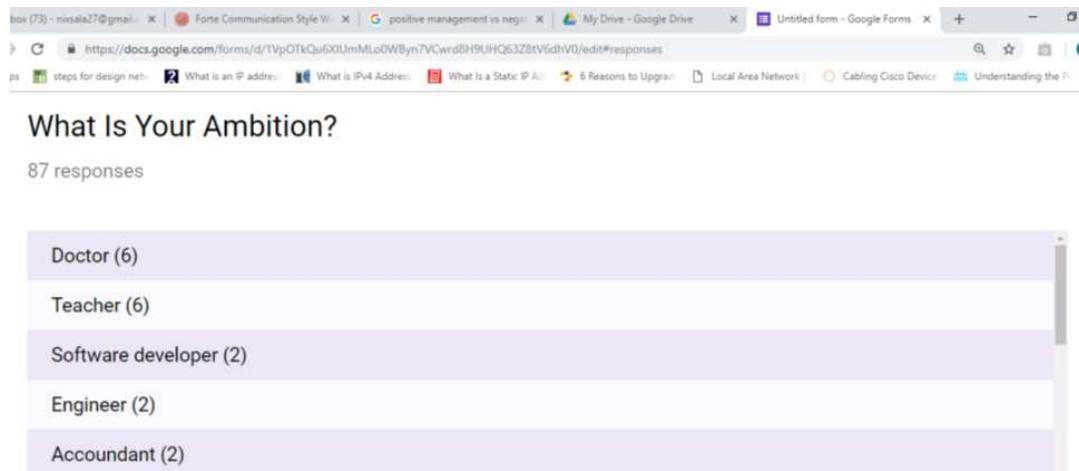


Figure 52: Slide of our survey goals

Professional Practice

Weekly schedule

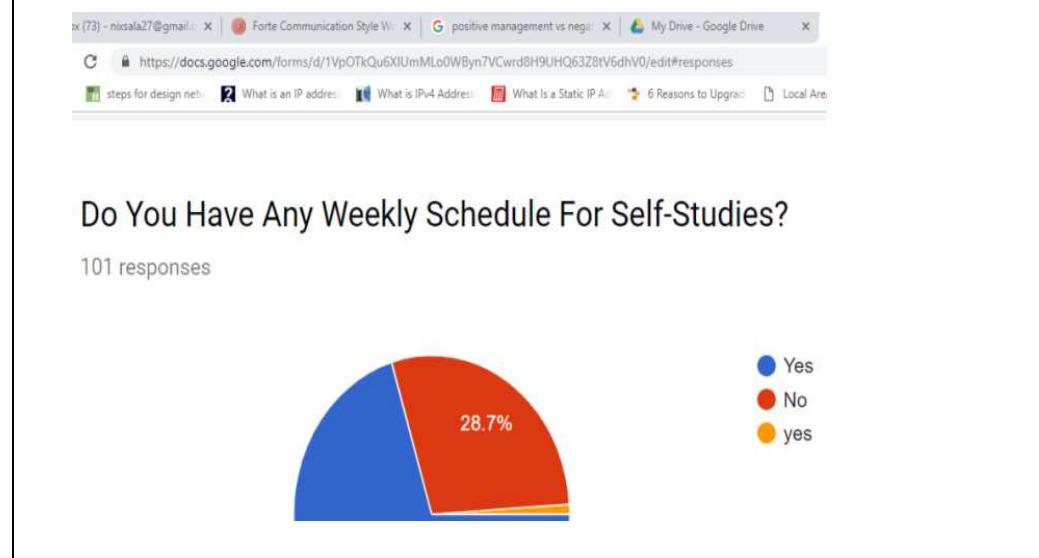


Figure 53:Slide of weekly schedule survey

interest in Self studies

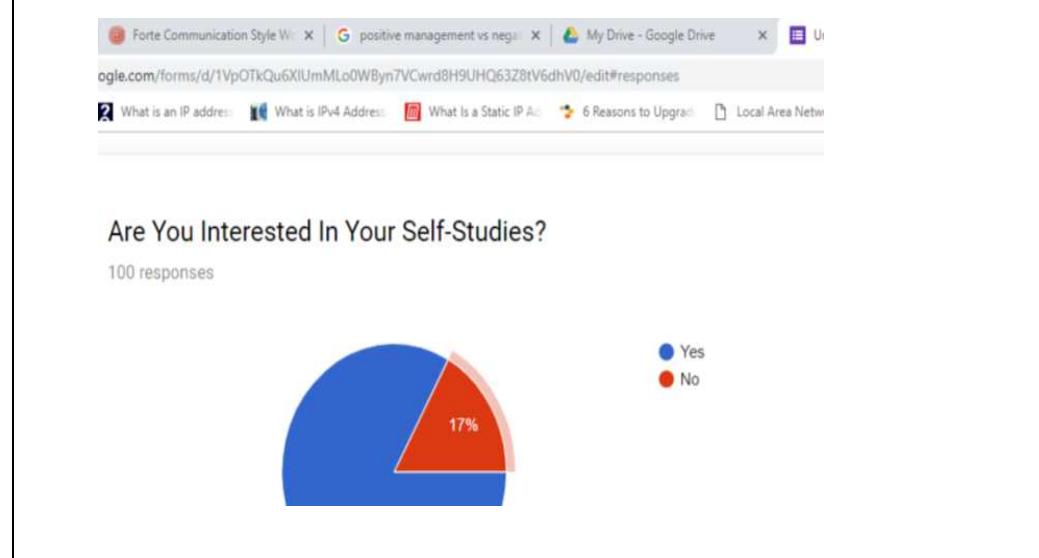


Figure 54:Slide of survey interest self-studies

Professional Practice

Suitable time

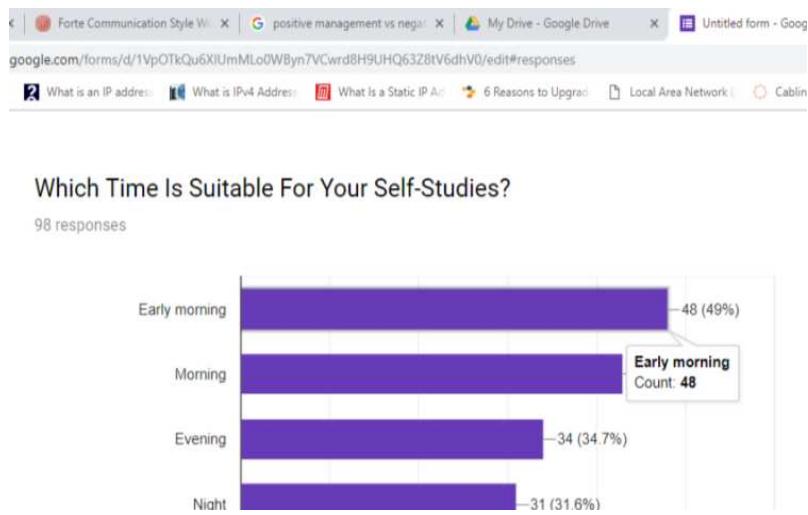


Figure 55:Slide of Survey suitable time

Resource we select

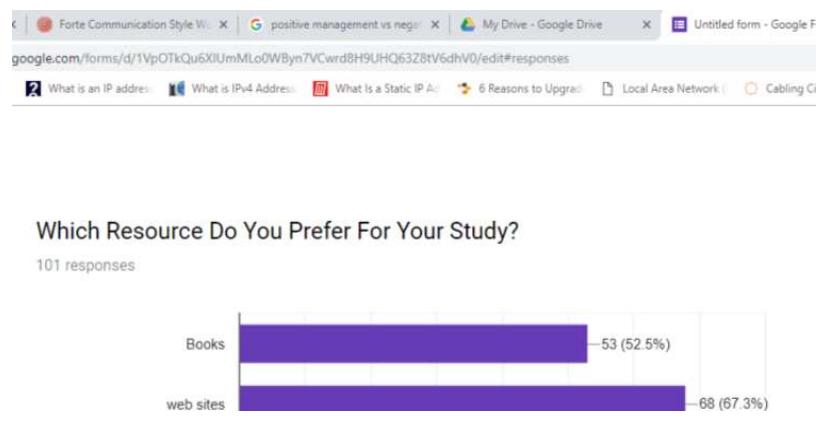


Figure 56:Slide of survey resource we selected

Professional Practice

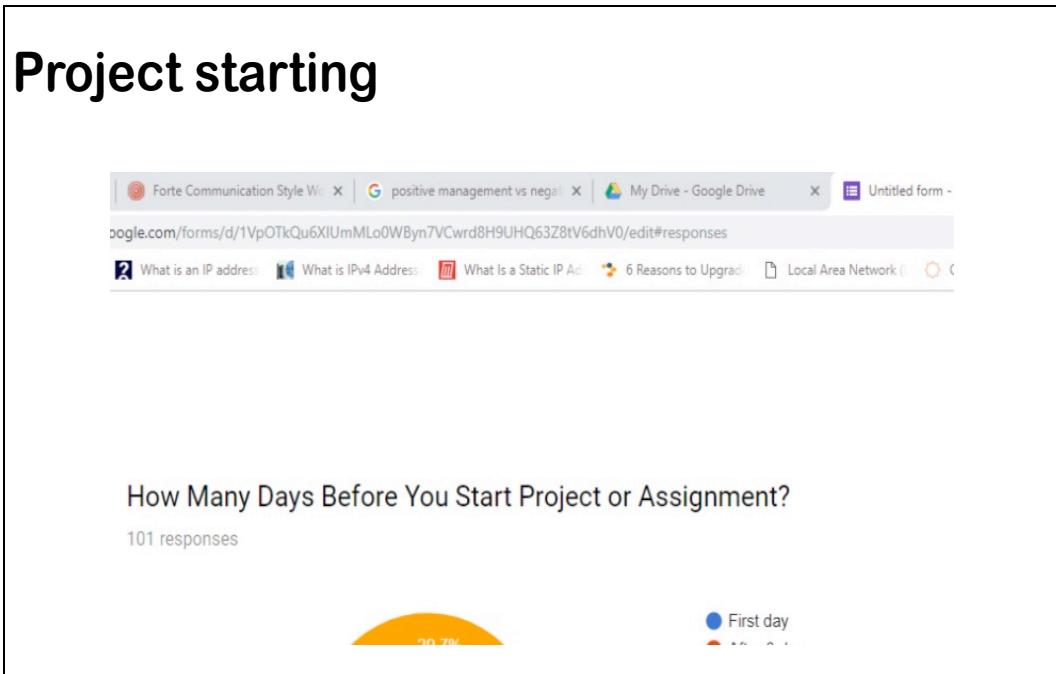


Figure 57:Slide of survey project starting

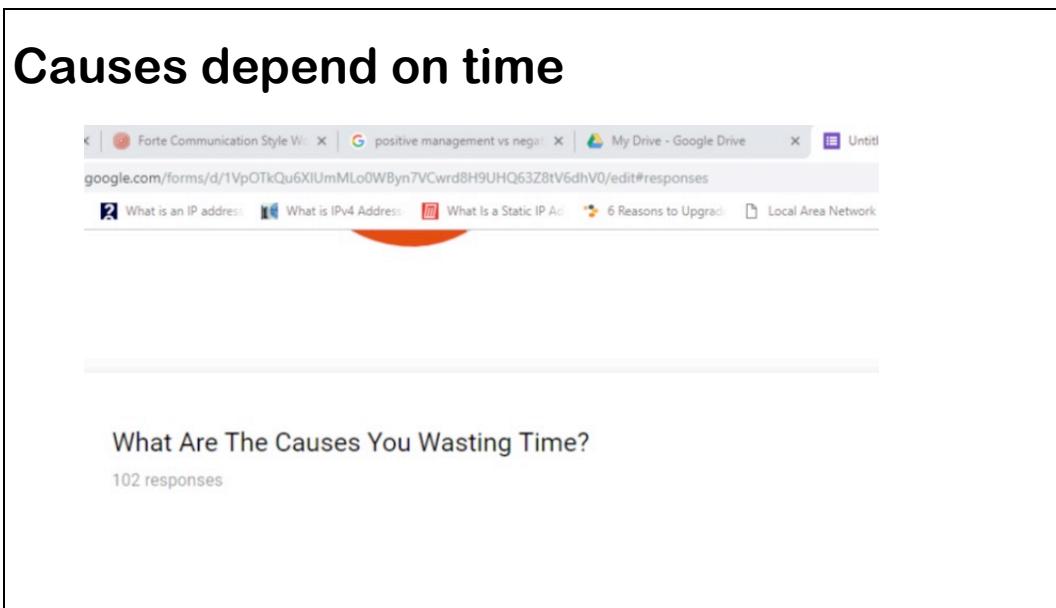


Figure 58:Slide of Causes of respond survey

Mind refreshing method

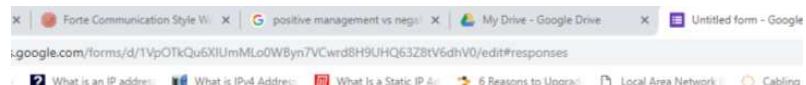


Figure 59:Slide of Mind refreshing on survey

Spend time effectively

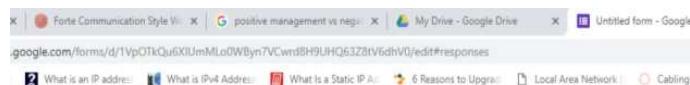
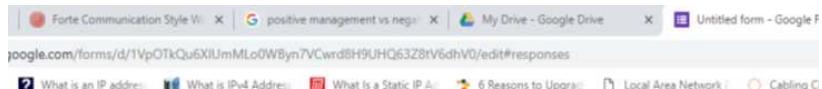


Figure 60:Slide of spend time effectively mm

Professional Practice

Choosing method to self study



Which Method Is Suitable For Your Self-Study?

100 responses



Figure 61:Slide of choosing self-study method

Duration of lectures

How Many Hours Do You Have Lectures?

100 responses

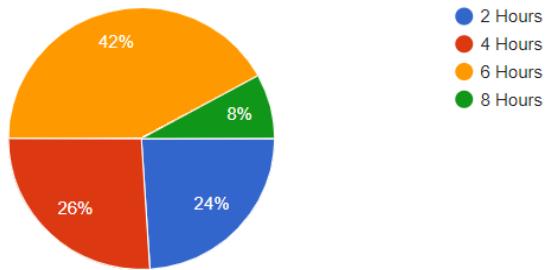


Figure 62:Slide of lecture duration

Professional Practice

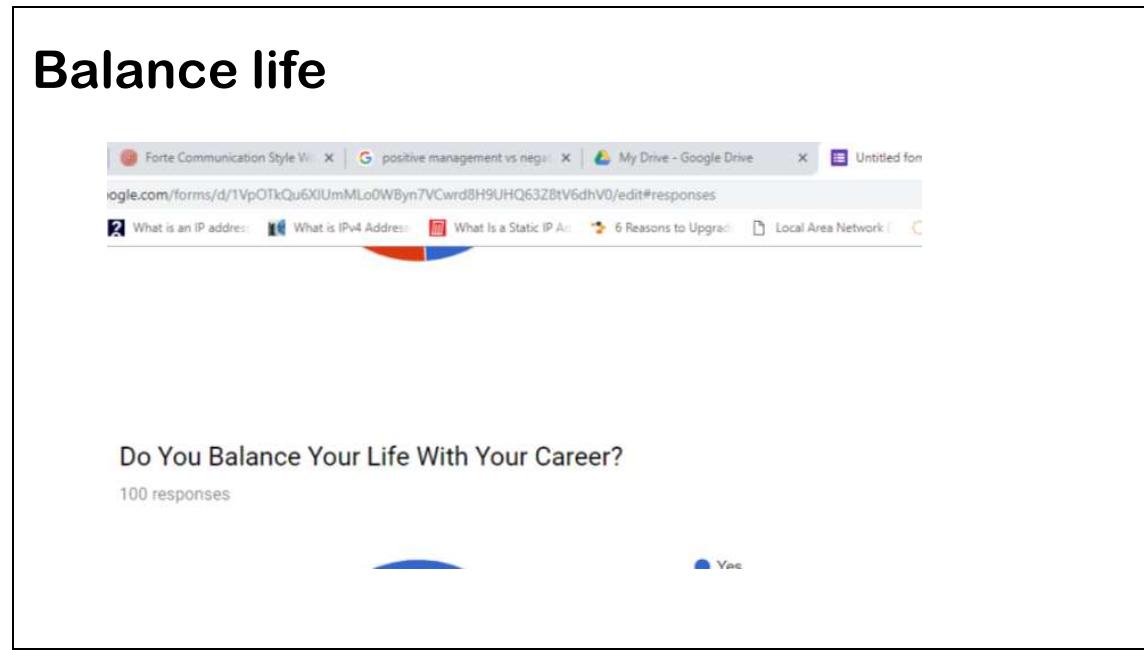


Figure 63:Slide of Balance career



Figure 64:Slide of Summary

Part 03: Justifying the use and application range of solution methodologies.

Our task on survey is to identify the students who are interested in self-studies and time management. Our team use google forms to create an online survey with the help of our lecture Mr. Kartheeban.

First, we collect some questions about the time management and self-study and get permission to our assessor and we execute the questions using google forms and after that we send the links to lot of peoples via Facebook messenger, WhatsApp, Viber and other social medias.

After two days, we get responses from over 50 peoples and it's an amazing result for our survey. After that we got responses from 100 peoples for our online survey. In the 100 responses 70 percentage of responders are girls and 30 percent are boys.

This survey is created to push the students in an extreme level and students to know about their stage in studying.

LO 03: Discuss the Importance and Dynamics of Working Within Skills a Team and The Impact of Team Working in Different Environments.

Part 01: Discuss the Importance of Team Dynamics.

1. Team Dynamics

Team dynamics are the invisible forces that operate between different peoples or groups in a team. Consider the team that have 6 peoples, two of them are already good friends and this

pre-existing friendship can have a strong effect, either positive or negative, on the whole team.

Building a strong team is very difficult. The talented individuals join forces on a leadership team or a high-profile project team, their personal strengths don't always mesh effectively to deliver on mission-critical goals.

Building a strong team depends on a shared mission, vision and values to align their personal interests, harness their collective expertise and focus their individual efforts.

While equal contribution from each member is ideal, a true equal division of work may not be always possible. Doing more than your 'fair' share of work is an opportunity to demonstrate your ability and commitment.

Some great team dynamics and that made a force, if working for a company it's important that employees have good team dynamics to ensure that they perform well and exhibit positive behavior.

A team's success is measured by the achievement of the team as a whole. Nothing can justify an intentional act that negatively impact the achievement of the team.

1.1 Team Dynamics for High Performance

- Identify A Leader
- Establish roles and responsibility to discuss what each person must do.
- Take a set of goals and objectives
- Make a set of rules for the work.
- Proper and timely use of quality tools.
- Ability to start task quickly.

Professional Practice

About Our Team

Team Members	Team Roles
Sanjsigan	Implementer, Plant
Mayuran	Resource Investigator, Monitor Evaluator
Nirojan	Shaper, Co-ordinator
Thilagshana	Completer, Specialist
Kasthoory	Team Worker

On Friday, July 20th 2018 our team started a project. The group consist of 4 individuals and our goal was to made a Vacuum Cleaner. Our project was supervised by our Assessor Mr. Kartheeban.

In our team meeting, some additional changes were made. We want to allocate some budget for our project because we want to buy some things like motor, super glue and some other things.

We do not have any basic knowledge about the vacuum cleaner so we want to search it like how vacuum cleaner made, how it works and etc.

In our team project, we did our best to complete the activity list because the good foundation made by our lecturer. Finally, we had accomplished our project with the lots barriers and conflicts.

Effective Team Work in Complex Situations

Our team was a good effective team because we need a fan for the project so, I go to network administrator and ask the fan after he give it to me. After that sanjsigan make some frame works like designing and mayuran do some mechanical works. We get some important things like scissors, marker and power from our campus.

Professional Practice

Evidence of Our Team Work



Figure 68:Evidence of Team work 1



Figure 67:Evidence of Team work 2



Figure 66:Evidence of Team Work 3



Figure 65: Evidence of Team Work 4

Part 02: About our Goal

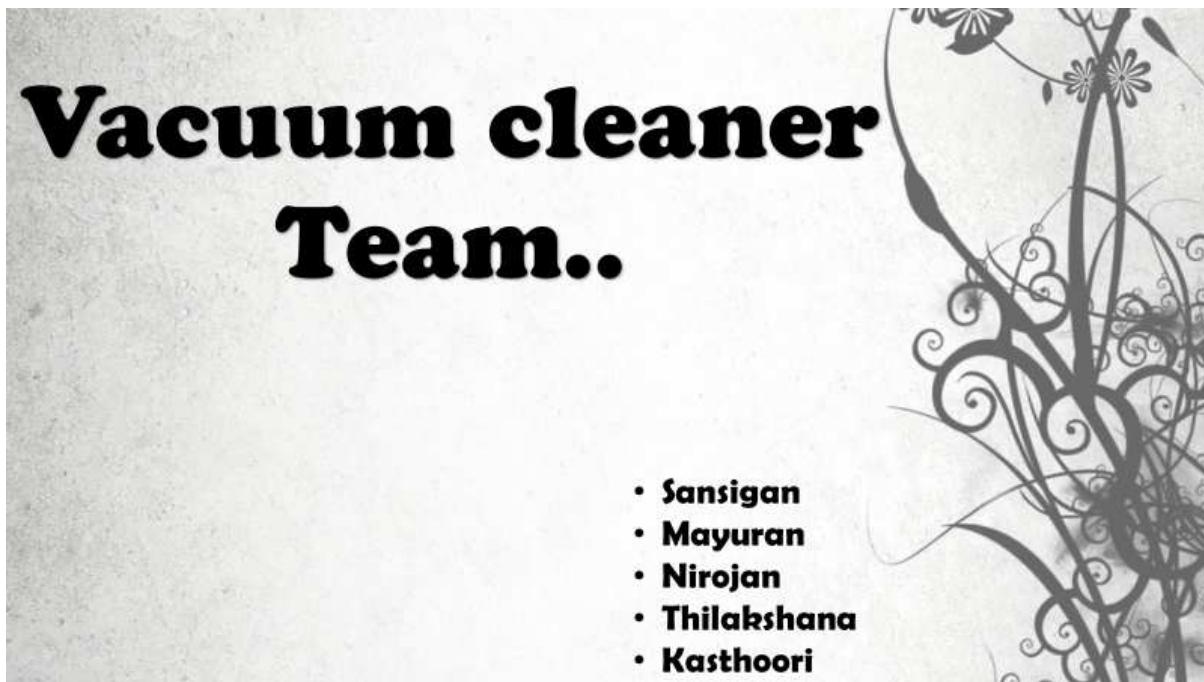


Figure 69: Slide of Team Members

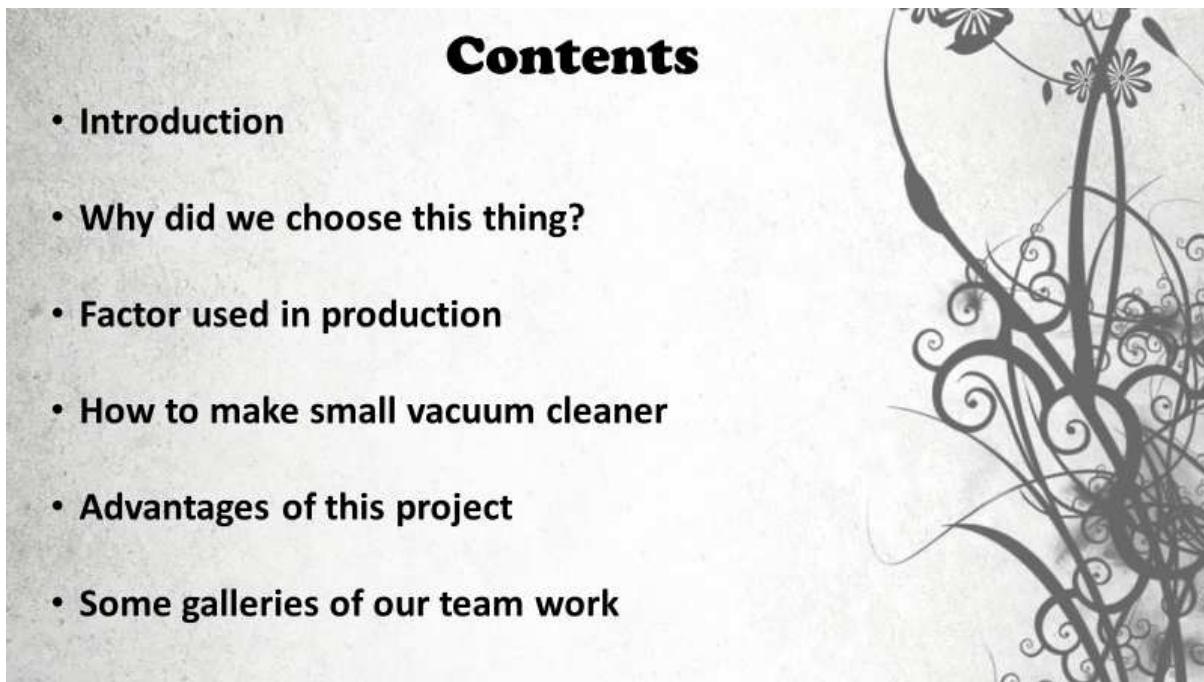


Figure 70: Slide of Contents



Figure 71: Slide of Introduction

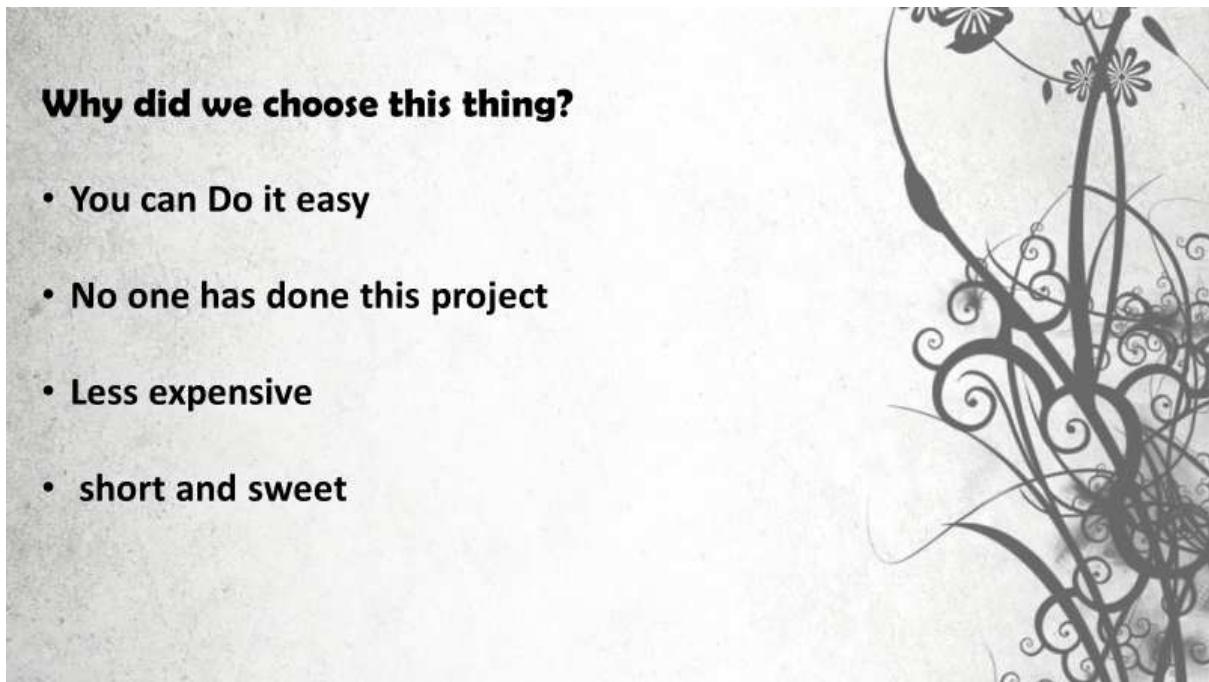


Figure 72:Slide why we choose this project

Factor used in production

- Water bottle
- Cutter
- Blade and scissor
- Hard core wire
- Net for vacuum filter
- Glue Gun
- Battery
- Motor
- Pipe



❖ We have to fix 1000/= budget for our Team project.
❖ Each person for 200/= in the budget.



Figure 73:Slide of factors used for the project

How to make this project

- Step 1: Cutting the Plastic Bottle and Deodorant Bottle

Take the empty plastic bottle and cut into half and next , Take a deo bottle and cut and you will get a flat sheet as shown in the figure



Figure 74:Slide of making process 1

Professional Practice

- Step 3: Attaching the Fan to Motor
- Step 4: Placing the Fan in the Plastic Bottle Bottom Portion

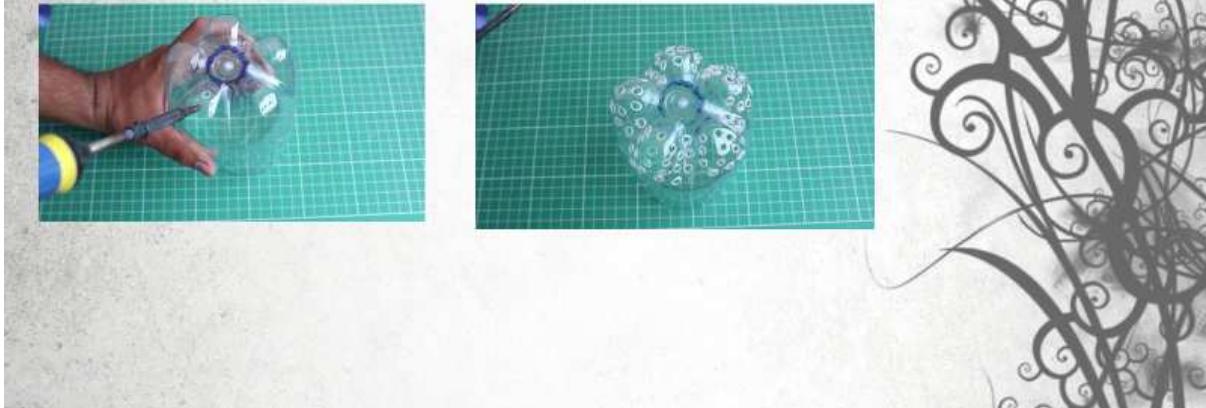


Figure 75:Slide of making process 2

- Step 5: Fixing Bottle and Attaching Using Plaster



- Step 6: Making Suction Pipe



Figure 76:Slide of making process 3

- Step 7: Final Steps

For decoration purpose we added handle and connect the motor with wires and switch on vacuum cleaner.



Figure 77: Slide of making process 4

When working vacuum cleaner



Figure 78:Slide of testing process

Reason for why success our team work

- We worked confidently with all group members
- Contributed our ideas effectively.
- We was with integrity.
- Took a share of the responsibility.
- Allowed others to express their opinion.
- We accepted and learned from others.

Figure 80:Slide of reason why we succeed

Advantages of this team work

- Fosters Creativity and learning
- Blends Complementary Strengths
- Enable sharing of expertise.
- Exchange ideas freely.
- Share the work load
- Make work for fun



Figure 79:Slide of advantages by this team work

Some galleries of our team work



Figure 81:Slide of Some galleries of team work

Thank You

Any question ??

Figure 82:Slide of thanking

Part 03: Discuss the Alternative Ways to Complete Tasks and Achieve Team Goals.

Alternative Ways to Complete Tasks and Achieve Team Goals

- **Team Work** – I have noticed that the efficiency of the team performance is always better than that individual performance to achieve goals and complete tasks. The team performance depends on equal involvement of all members in the decision-making process.
- **Creativity** – It is another quality of the team members to solves issues and develops perfect way to complete team target. In our project, I have been appointed as a Shaper and Coordinator for observing the team members and analyze the project.
- **Problem Solving** – In a team the maximum members must have problem solving ability to reduce risks in the critical situations to avoid conflicts.
- **Reduce the Cost** – We want to save the money to reduce the cost of the project because money is the main problem some has money some hasn't have money so save money and make the work perfectly.
- **Communication** – Managing proper chain of communication among team members and the superiors.
- **Time Management** – Managing the time during the heavy work load and early deadline would help in accomplishing the task.
- **Collaboration with Other Team:** Helping another team at the time of crisis will empower the strength of both the teams and rise their confidence and nature of understanding.

How Group could have done better to achieve effective team goals.

My team has a good leadership and all members are given their effective work to finish out the vacuum cleaner project. Mr. Mayuran and sanjsigan collect the money from the group members needed to buy the motor and other things. Thilagshana and Kasthoory implement the design of our project. After that we need a fan for the vacuum cleaner suction so went to the lecturer and ask for CPU fan and get it.

We started to do the project first mayuran cut the bottle into two pieces and fit the motor in the deep of the bottle and after that sanjsigan fit the fan to the motor and I put holes in the bottle for suck the dusts. Thilagshana and sanjsigan fit the suction pipe in the head of the bottle.

We join the cutted bottle by the tape and we connect the motor to the battery and start it for testing purpose we put some regiform pieces and it successfully suck that. Our team members are worked efficiently to finish the group work.



Figure 83:Image of a Successful Team Work

Part 04: Analyze about Team Dynamics and Own Belbin Role



Figure 84: Slide of front page

The slide features a circular diagram in the center representing the Belbin team roles. The roles are arranged around a central purple box labeled "Belbin team roles". The roles and their corresponding icons are: Resource investigator (phone), Monitor evaluator (eye), Specialist (letter P), Plant (lightbulb), Completer finisher (hand), Implementer (gear), Shaper (scissors), Coordinator (person), and Teamworker (two people). Below the diagram is a list of four topics:

- Belbin Team Roles
- My Roles
- Characteristics
- Work on My Roles

On the left side of the slide, there is a vertical strip containing a blurred image of art supplies, including brushes and pens.

Figure 85: Slide of content



Belbin Team Roles

- ❖ Mr. Meredith Belbin found the Belbin Team Roles after researches.
- Our team roles are depends on our personality.
- Most of us have natural primary role which they are prefer.
 - In Belbin team roles effective teams have a balance of all the roles.

Figure 86:Slide of Belbin team roles



Belbin Team Roles

- **Sanjsigan – Implementer, Plant**
- **Mayuran – Resource Investigator, Monitor Evaluator**
- **Nirojan – Shaper, Co –ordinator**
- **Thilagshana – Completer, Specialist**
- **Kasthoory – Team Worker**

Figure 87:Slide of Team roles in our Team

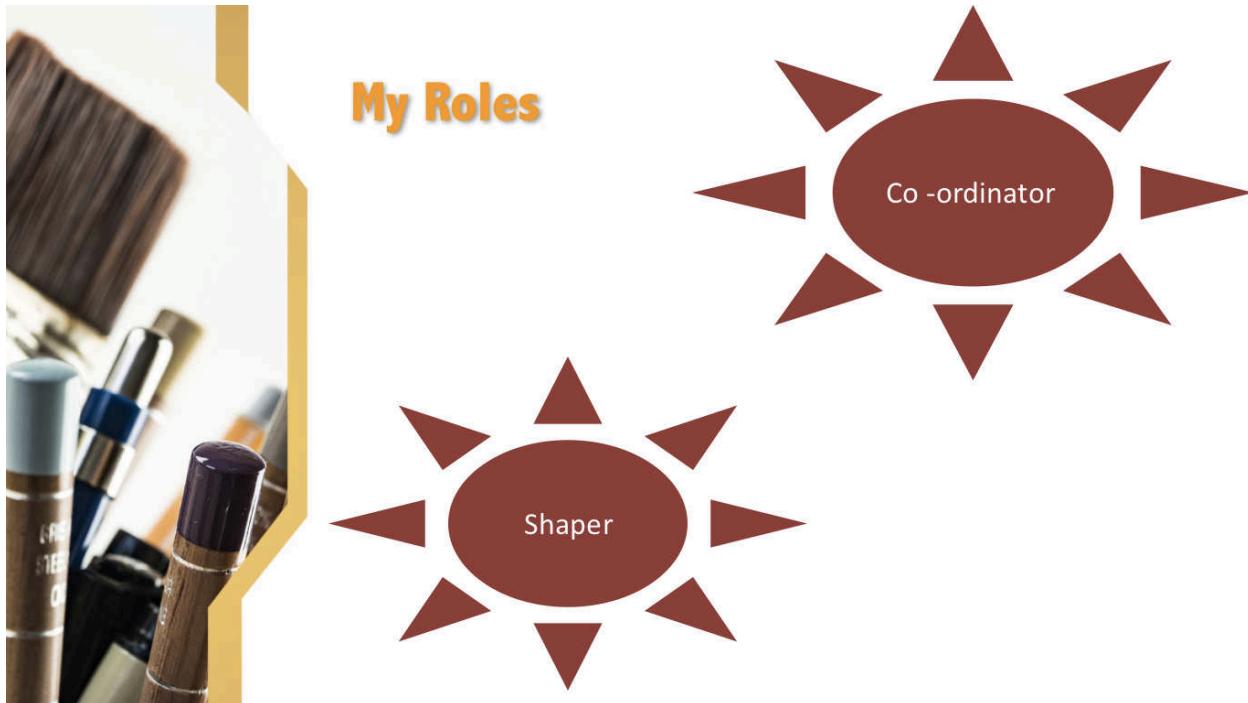
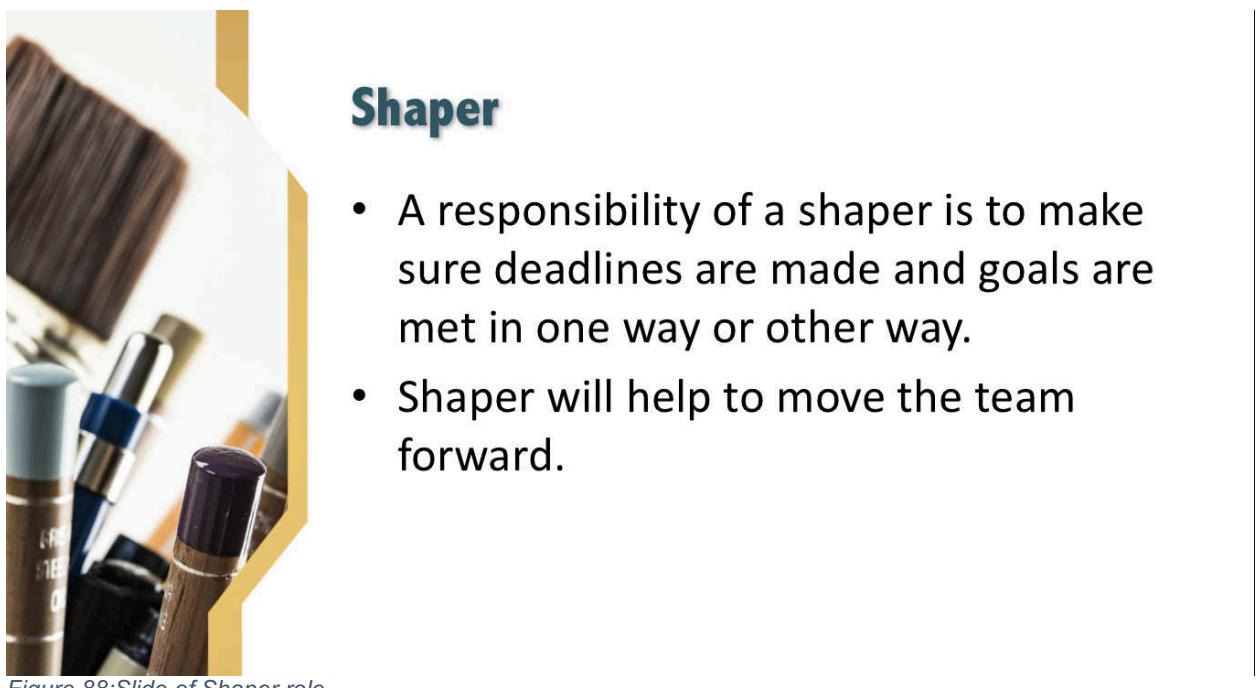


Figure 89:Slide of My Roles



- A responsibility of a shaper is to make sure deadlines are made and goals are met in one way or other way.
- Shaper will help to move the team forward.

Figure 88:Slide of Shaper role



Characters of Shaper

- Driven
- Passionate
- Competitive
- Entrepreneur
- Impatient



Figure 91:Slide of Characteristics of Shaper



Co - ordinator

- I look after all procedures after they end and help the team members clarify intentions and summarizes what everyone wants.
- I trusts other team members and delegates easily but sometimes has a tendency to leave too much to others.

Figure 90:Slide of Co - ordinator



Characters of Co - ordinator

- Calm
- Positive
- Open Minded
- Tolerant
- Natural Co - ordinator



Figure 92:Slide of Characteristics of Co - ordinator



Work On My Roles

- I did all my supports to my team as a shaper and co – ordinator and not only me all the members work effectively according to their roles.
- So, we successfully finish our teamwork.

Figure 93:Slide of work on my roles



Any Questions

Figure 95:Slide of any Questions



Thank You

Figure 94:Slide of thanking

LO 04: Examine the Need for Continuing Professional Development and its Role Within the workplace and for higher level learning.

Part 01:

Goals are the main part in everyone's life. A goal is a concept of the longer term or desired result that an individual or a bunch of individuals envisions, plans and commits to realize. Individuals endeavor to achieve goals among a finite time by setting deadlines.

In organizations, goal management consist of method of recognizing or inferring goals of individual team – members, abandoning goals that are not any longer relevant, characteristic and breakdown conflicts among goals, and prioritizing goals systematically for best team – collaboration and effective operations.

Organizational goal – management aims for individual worker goals and objectives to align with the vision and strategic goals of the whole organization.

Goal management provides organizations with a mechanism to effectively communicate company goals and strategic objectives to every person across the whole organization. Consistent organizational goal message order that each worker understands however their efforts contribute to an enterprise's success.

How Goals Will Affect Our Future

If we are unsure what life goals we must set, are distracted by things happening in our life or maybe simply confused by various ways we follow, or be constantly or visibly anxious below. Don't postpone living a higher life any longer, begin plan powerful goals to set and then build our life with the method we like it by giving our goals all of our attention until they are accomplished.

We will understand that each and every successful individual set their goals and they don't simply guess what would possibly work and invest years of their life to see if it will be successful. Successful people's workout what they need and produce their vision, set goals, break them into smaller ones and create a step – by – step set up for everyone. Continually wake up there with in mind and live their days in keeping with this setup.

Your goals will assist you take things to succeeding level, in any space of life. They're proved to create you happier and your whole existence becomes way more meaningful.

Professional Practice

Personal Goals

The personal goals are created by individual for them to focus and to achieve. We and our friends has a lot of personal skills and they have a move to achieve them. Achievements in life comes with setting personal goals. If we want to improve our life style or school life we need to set personal goals.

Personal goals are used to evaluate our achievements. Some of our personal goals are:

- Learn something new
- Want to settle in life
- Earn a lot of money
- Want to marry

Career Goals

In the world, every people have a lot of career goals. Make good decisions about our future goals and we want to ask questions in between us like what you want in next 2 years. During hiring interviews, they can ask questions about our career goals.

Some My Career Goals:

- Want to be an executive in apple company
- Want to own a luxury house
- Want to well settled between age of 30
- Want to own a Roll - Royce car
- Want to marry at the age of 25 – 28

Why I Choose IT as My Career

In the modern world IT is the main route to success. Basically, I'm bit interested in IT and electronic fields from my child hood. But when I was in 12 my ambition was to become as a doctor and serve lot of peoples but after that my mind changed to IT field because when I was 12 I got my first laptop named as Gateway.

After that become very interest in IT field so that every day I search the internet about the IT new updates and jobs and I know IT field is the kingmaker of world. Because IT there is no technology and equipment's like Nano technology.

If we select It as our career we will become as multi-talented person like stock market, Computer importing and etc. My ambition is to become as an executive at apple and earn a lot of money and save the poor peoples and that's my ambition.

Why I Choose Software Stream

I'm studying HND in software engineering and in IT field that main parts like Software and Networking engineering I thought network is difficult and software is enough. Before joining the HND batch we all are together as Access batch and we studied about the different programming languages basic like Java, Python, C# and these are forced me to select Software Stream as my career.

I have a lot of goals, I want to become as a software engineer and become as an executive at apple, In the 10 percent of my salary go to the trusties and children care homes. All the companies are work with one or more software. Software Engineers in Uk make over 90000 pounds a year as a salary and in United States 110000 as a salary.

Professional Practice

Serial No	Competency requirements for the job	Your Competency		
		Low	Medium	High
01	M.SC or B.Sc. degree in `software engineering	✓		
02	3+ years hands on experience in software development	✓		
03	.Net	✓		
04	C#	✓		
05	My SQL Server on MS windows platform		✓	
06	Good knowledge and understanding on software engineering employ abilities	✓		
07	Hands on experience with java and java script		✓	
08	Experience on web development and web design.	✓		
09	Oracle certification and Microsoft certification.	✓		
10	Ability to work under minimum supervisor		✓	
11	Presentation Skills		✓	
12	Experience in developing POS System.		✓	
13	Using c#, ASP, .Net	✓		
14	Mathematical skills and numerical		✓	
15	Working knowledge of python	✓		
16	Expertise with HTML, CSS	✓		
17	Java Script Knowledge	✓		
18	Should be self-motivated team player		✓	
19	Good command of English language		✓	
20	Proficiency in PHP, OOP, MySQL	✓		
21	Experience in google, Facebook APIs		✓	
22	Experience in mobile hybrid application development for iOS, android	✓		
23	Strong oral and written communication skills		✓	
24	Experience in working with Linux	✓		
25	String analytical and problem-solving skills		✓	

Professional Practice

SWOT Analysis

Strength

Creativity
Patience
Dedication
Silence

Weakness

Angry
Lazy
Fear

Opponents

Want to settle in future
Become as an executive at apple
Develop spoken English

Threats

Family Problems
Love and affection
Financial Problems
Lazy

Professional Practice

Personal Objectives

Short Term Goals (Between 12 Months)

- ❖ Submit all the pending assignments.
- ❖ Settle all financial problems.
- ❖ Pass driving license exam

Medium Term Goals (2 – 3 years)

- ❖ Finish my HND
- ❖ Buy a new IPhone
- ❖ Buy a motorbike

Longer Term Goals (beyond 3 years)

- ❖ Finish my B.Sc. in Software Engineering
- ❖ Well settle in life
- ❖ Become a rich person in the society

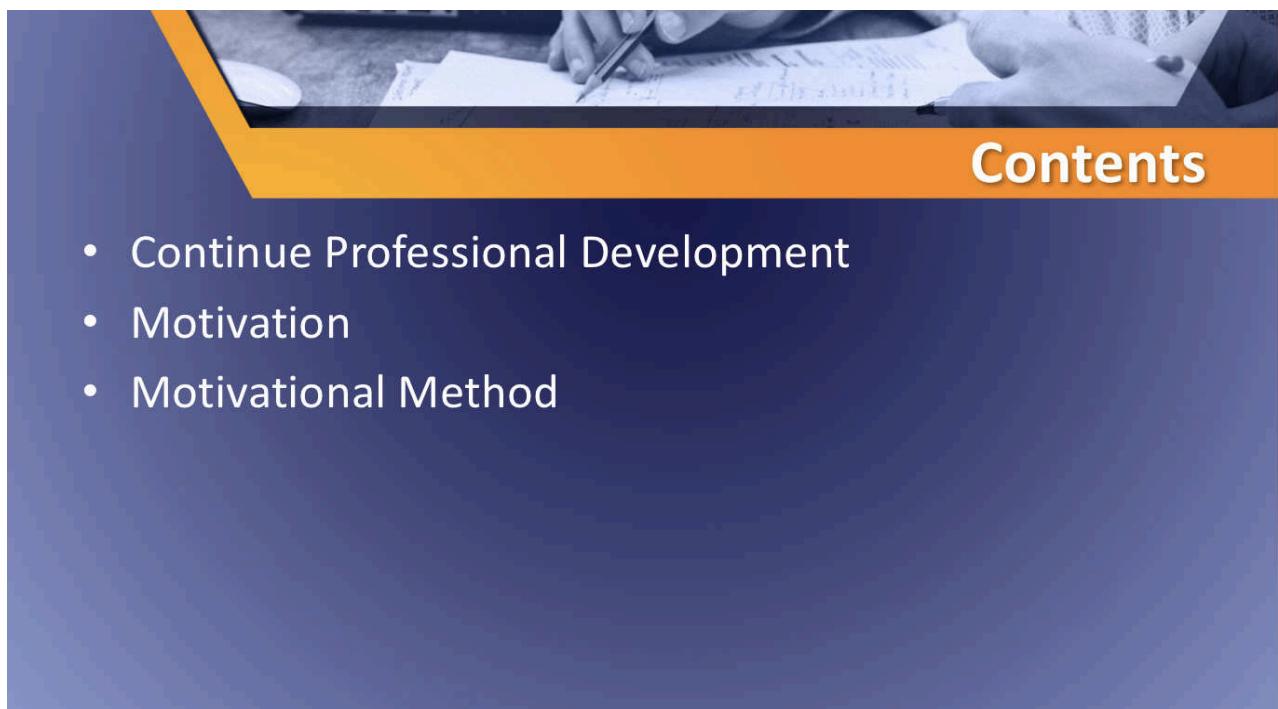
Part 02: About Continuing Professional Development and Motivation



CPD – Continue Professional Development

By: A. Nirojan
CSD – 12
J/IT/18/12/01

Figure 97:Slide of Welcoming



Contents

- Continue Professional Development
- Motivation
- Motivational Method

Figure 96:Slide of Content



Continue Professional Development

- CPD is an ongoing and planned learning and development process. It focus on how to develop but may include a formal process of recording it.

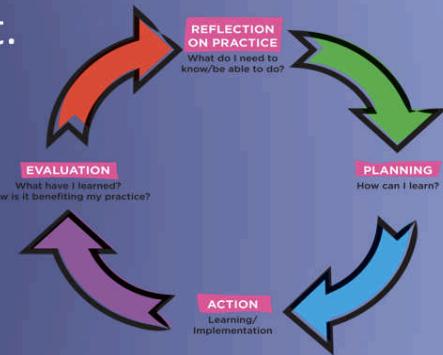


Figure 98:Slide of about CPD



Examples of CPD

- Work based learning.
- Completing a professional qualification.
- Informal or experiential learning



Figure 99:Slide of examples of CPD

Why CPD is Important

- Continuing Professional Development gives a new knowledge that will help to deal with new or complex situations.
- It will help to achieve the goals by focusing on learning and development.

CPD

```
graph TD; CPD[CPD] --- Overview[Overview]; CPD --- Requirements[Requirements]; CPD --- Learning[Learning]; CPD --- Record[Record]; CPD --- Evaluation[Evaluation];
```

Overview
Requirements
Learning
Record
Evaluation

Forum
pre-Participant stages
activities
scenarios
Scheduled
Statutory
Framework
Pharmacist
Criteria
Filters
Unscheduled
Planning
Action
Professional
needs
online
assessment
Unplanned
Reflection
activities
Understanding
Understanding
Planning
Annual
Plan

Figure 100:Slide of CPD Importance

Motivation

- Motivation is a kind of internal energy which drives a person to do something to achieve something.
- A man who can make small man feel great and perform great.

Together WE Achieve More

Figure 101::Slide of Motivation



Motivation Methods

- **Reward the employees based on Feedback** – If in a company you have developed an app and it reaches a largest market place so we want to motivate the employees according to the feedbacks.



Figure 102::Slide of Motivation Methods



- **Have an open door policy** – Don't make some employees feel high and some feel low; give respect to all in a same manner. When employees feel that their voice matters.

Figure 103:Slide of Motivation Methods



- **Show them a bigger picture** – If give them a tasks and projects they can identify and understand how this one fits into the big picture.

Figure 105:Slide of Motivation Methods



Benefits of Motivation

- Job Satisfaction
- Discipline
- Productivity
- Improve the level of efficiency
- Build friendly relationship

Figure 104:Slide of Benefits of Motivation



Motivation Process

- **Need** – Motivation starts from needs and expectation and if employees have no need or expectation they will not be motivated.
- **Drive/Action** – After the expectation the action is needed to know the need or expectation.

Figure 107: Slide of Motivation Process



Any Questions

Figure 106: Slide of Any Questions

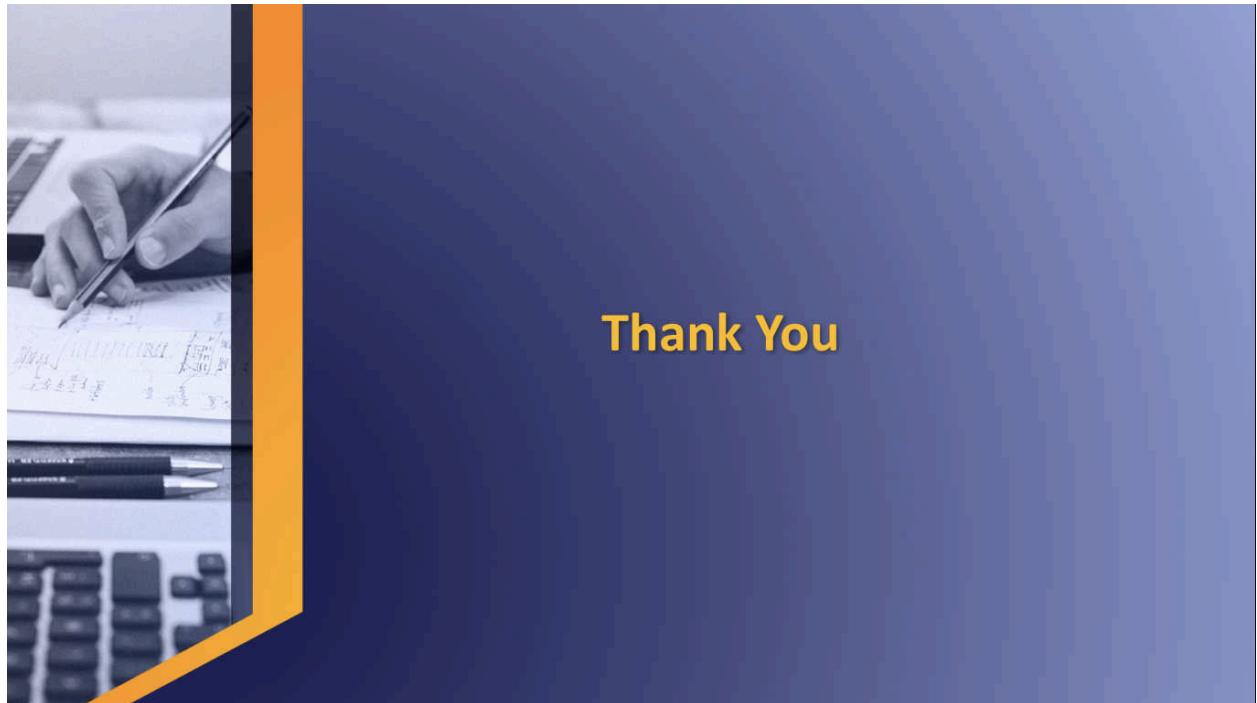


Figure 108:Slide of Thanking

Part 03: Continuing Professional Development

Continuing Professional Development is a process of tracking and documenting the skills, knowledge and experience we gain as formal and informal when you work.

Importance of Continuing Professional Development

- ✓ Continuing Professional Development ensures the capabilities keep with the current standards of other employees in the same field and it helps the team to make a meaningful contribution.
- ✓ CPD deliver a deeper understanding about what it means to be a professional along with greater appreciations.
- ✓ CPD helps to improve and advance our body language style and the style of the profession.
- ✓ It gives a good and improved protection and give quality to the life.
- ✓ It will keep the mind up to date.
- ✓ We are aware of future trends and issues.

Features of Effective CPD

- ❖ Provide coaching and mentoring
- ❖ Provide access to new ideas
- ❖ Provide opportunities for discussion and negotiation
- ❖ Make use of the opportunities you get
- ❖ Be a challenging situation

CONCLUSION

Really, I am so happy in completing this assignment because I have learned a lot by doing this assignment and also, whatever the things I missed to understand in the lecturers now with the help of assignment I have understood. And also, now I have the confident in the doubts like how our work career be, how can we manage that in different ways, A life of professional be like.

I gain some knowledge about the IT industries and how can we be as a main people in that. In this assignment, we have analyzed about the CPD that why we use that, feature of effective CPD that after that I got a cleared knowledge about the CPD.

In the assignment brief 2 I got a deep knowledge about the self-studies and time management. Mainly I have analysis some feedback from my class mate and the seniors it was wonderful because they found me some mistakes on my assignment. It was good experience.

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