**MEMORANDUM**

**To:** Dr. David Babalola, Professor – DATA 1205, Durham College

**From:** Ms. Maisha Khatoon, Student ID- 100899259

**Date:** January 30, 2024

**Subject:** Workshop Reflection and Integration of Visualization Tools

The recent 3-week program on visualization, leadership, and business communications gave me significant ideas, and I want to use them in my management capacity.

1. Visualisation Methods: The workshop introduced me to Tableau, a great tool for interactive and engaging data visualizations. I now understand how data visualization simplifies difficult information thanks to my Tableau expertise. I can now design relevant data visualizations, which will help our team make educated decisions based on critical criteria.

2. Leadership Methods: Despite my leadership experience, the course gave me a new perspective on leadership tactics. I learned the importance of creating a collaborative, inclusive workplace where everyone feels respected and empowered. This knowledge will drive my team dynamics, open communication, and recognition of everyone's contributions.

3. Business Communication: Professional communication was stressed in the workshop. I learned how to write intriguing stories and deliver powerful messages. This expertise will help me improve my team meetings, presentations, and writing. Clear and simple communication will be my leadership foundation, promoting team transparency and alignment.

4. Integration into management: To maximize the workshop's impact, I must apply its lessons to my management. I'll use Tableau to build visual reports and dashboards to help our team understand KPIs and make data-driven decisions. I will also use leadership tactics like cooperation and feedback to empower our team and create a healthy work culture. My improved communication skills will ensure information is presented efficiently and consistently in all facets of my role.

In conclusion, the training gave me tools and insights that will improve my management skills. I'm excited to use these lessons to improve our team and our company.

Thanks for inviting me to this workshop. I look forward to applying these methods to our daily operations.

Sincerely,

[Maisha Khatoon]

[Business Manager]