FORSATI Program

Project Title: كيف التميز بالعمل (How to Excel at Work)
Team Name: صناع التميز (Creators of Excellence)
Report Dates: August 12 - August 17, 2024

Day 1: August 12, 2024

- **Team Formation:** Established a team of 13 members and created a WhatsApp group for communication and coordination.
- **Roadmap Development:** Outlined a detailed project roadmap including milestones, tasks, and responsibilities.

Day 2: August 13, 2024

- **Team Structuring:** Divided into three groups: Research Team, Design Team, Content Team.
- **Project Name Brainstorming:** Held a 3-hour Zoom meeting to brainstorm and evaluate potential project names.

Day 3: August 14, 2024

- **Project Name Selection:** Chose "كيف أتميز بالعمل" (How to Excel at Work) as the project name.
- **Team Branding:** Named the team "صناع التميز" (Creators of Excellence), developed a motto, and created a logo.
- **Topic Allocation:** Assigned topics to team members and started creating the presentation using Canva.

Day 4: August 15, 2024

- **Presentation Refinement:** Continued editing the Canva presentation, focusing on design and content clarity.

Day 5: August 16, 2024

- **Presentation Preparation:** Conducted training sessions for delivery, including rehearsals and timing practice.

Day 6: August 17, 2024

- **Project Finalization:** Completed final review, made necessary edits, and prepared all documentation and materials for presentation.

August 17, 2024

Day 1: August 12, 2024

- **Team Formation:**

  o **Objective:** Establish a cohesive team environment and set up communication channels.

  o **Action Taken:** We officially formed our team with 13 members. To facilitate effective communication and collaboration, we created a WhatsApp group. This group will be used for daily updates, sharing documents, coordinating tasks, and discussing project-related issues.

- ❖ Mohamad Rammal

- ❖ Ahmad Al-Saadi

- ❖ Suhad Amad

- ❖ Samira Shihadi

- ❖ Shimaa Mousa

- ❖ Safaa Thaer

- ❖ Abdalla Youssef

- ❖ Omar Al-Saadi

- ❖ Fatima Othman

- ❖ Qassem Al-Saadi

- ❖ Loubna Hamdi

- ❖ Mohammad Al-Boustanji

- ❖ Hiba Hijazi

- **Roadmap Creation:**

  o **Objective:** Develop a clear plan outlining the project's progression.

  o **Action Taken:** We outlined a detailed roadmap for the project, which includes:

    - **Milestones:** Key stages of the project with specific deadlines.

    - **Tasks:** Detailed tasks required at each milestone.

    - **Responsibilities:** Assigned roles and responsibilities to ensure accountability.

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               │ Team Creation │
               └──────────────┘

               ┌──────────────┐
               │   Project     │
               │ Identification│
               └──────────────┘

               ┌──────────────┐
               │    Team       │
               │Responsibilities│
               └──────────────┘

  ┌──────────┐  ┌──────────────┐  ┌──────────────┐
  │ Research │  │ Design Team  │  │ Content Team │
  │Team Tasks│  │    Tasks     │  │    Tasks     │
  └──────────┘  └──────────────┘  └──────────────┘

               ┌──────────────┐
               │Integration and│
               │   Review      │
               └──────────────┘

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               │ Presentation │
               │ Preparation  │
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               ┌──────────────┐
               │    Final     │
               │ Presentation │
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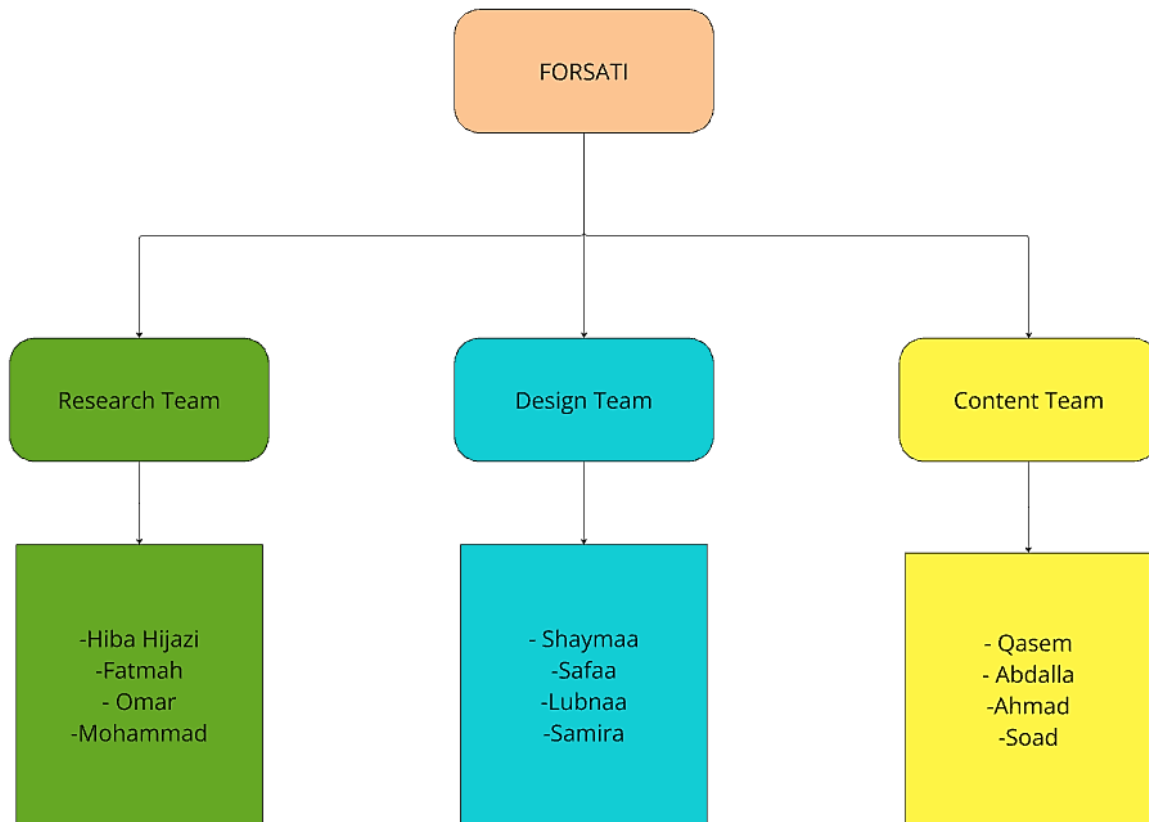
Day 2: August 13, 2024

- **Team Division:**

  - **Objective:** Organize the team into specialized groups to maximize efficiency and expertise.

  - **Action Taken:** We divided the team into three groups:

    - **Research Team:** Focused on gathering and analyzing information related to the project.

    - **Design Team:** Responsible for creating the visual elements and overall design.

    - **Content Team:** Tasked with developing and organizing written content.

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   Research Team      Design Team       Content Team
         │                 │                 │
   -Hiba Hijazi       - Shaymaa          - Qasem
   -Fatmah            -Safaa             - Abdalla
   - Omar             -Lubnaa            -Ahmad
   -Mohammad          -Samira            -Soad
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- **Project Name Brainstorming:**

  - **Objective:** Identify a meaningful and relevant name for the project.

  - **Action Taken:** We conducted a 3-hour Zoom meeting where we brainstormed various potential names. The names considered were:

    - الذكاء الصناعي في حياتنا (Artificial Intelligence in Our Lives)

    - الاستدامة (الطاقة المتجددة) (Sustainability: Renewable Energy)

    - مشاكل الأسرية (Family Issues)

    - مركز البحث عن العمل (تطوير الأشخاص) (Job Search Center - Personal Development)

    - دورات تأسيس وتقوية مواد (للأهل) (Foundational and Strengthening Courses for Parents)

    - المواقع الالكترونية وتأثيرها على المجتمع (Websites and Their Impact on Society)

    - كورونا وتأثيرها على المجتمع (COVID-19 and Its Impact on Society)

    - الاقتصاد وسوق العمل (Economy and Job Market)

    - كيف أتميز بالعمل (How to Excel at Work)

    - الثورة التكنولجية (Technological Revolution)

Day 3: August 14, 2024

- **Project Name Selection:**

  - **Objective:** Choose a final project name that resonates with the team and aligns with the project's goals.

  - **Action Taken:** We conducted a vote to select the project name. The name "كيف أتميز بالعمل" (How to Excel at Work) received 8 votes, making it the chosen name.

- **Team Branding:**

  - **Objective:** Establish a team identity and create visual branding elements.

  - **Action Taken:** We named our team "صناع التميز" (Creators of Excellence) and developed a motto: "بالعزيمة نصل وبالتميز نبقى" (With determination, we reach; with excellence, we remain). We also designed a team logo that reflects our identity and mission.

- **Canva Presentation:**

  - **Objective:** Begin developing the project presentation.

  - **Action Taken:** We held a 2-hour meeting to start working on the presentation using Canva. This involved structuring the presentation, creating initial slides, and integrating content.

Day 4: August 15, 2024

- **Topic Assignment:**

  o **Objective:** Assign specific topics to each team member to ensure comprehensive coverage of the project.

  o **Action Taken:** We allocated individual topics to each member based on their strengths and interests.

| مقترح الشرح	اسم المادة	الرقم	الاسم
الترحيب و عنوان الموضوع.	العنوان والافتتاحية	_	محمد رمال
مقدمة قصيرة تشرح أهمية التميز في العمل وتأثيره على النجاح المهني.	مقدمة عن التميز	1	محمد البستنجي
شرح تعريف التميز في العمل وخصائصه الأساسية.	تعريف التميز في العمل	2	شيماء موسى
شرح كيف يؤثر التميز على النجاح الشخصي والفريق.	أهمية التميز في العمل	3	لبنى حمدي
سرد المهارات الأساسية لتحقيق التميز مثل القيادة.	المهارات الأساسية	4	أحمد السعدي
كيفية تحفيز النفس لتحقيق التميز عبر الأهداف الشخصية.	التحفيز الشخصي	5	صفاء ظاهر
أهمية التخطيط وإدارة الوقت في تحقيق التميز.	التخطيط والتنظيم	6	سميرة شحادي
تقنيات إدارة الوقت التي تساعد في تحقيق التميز وإنجاز المهام بكفاءة.	إدارة الوقت بفعالية	7	عبد الله يوسف
دور التفكير النقدي والإبداع في حل المشكلات كجزء من التميز.	التفكير النقدي وحل المشكلات	8	عمر السعدي
كيف يمكن التكيف مع التغييرات في العمل والاستفادة منها لتحقيق التميز.	التكيف مع التغيير	9	قاسم معتوق
دور القيم والأخلاق في تحقيق التميز المهني.	الالتزام بالقيم والأخلاق المهنية	10	سهاد عماد
دور التقدير والاعتراف بالجهود المبذولة في تحفيز التميز.	التقدير والاعتراف بالمجهود	11	هبة حجازي
تلخيص جميع الأفكار والنقاط الرئيسية والنظر في الاتجاهات المستقبلية لتحقيق المزيد من التميز.	الخلاصة والاتجاهات المستقبلية	12	فاطمة عثمان

- **Presentation Development:**

  o **Objective:** Refine and complete the presentation.

  o **Action Taken:** We continued editing the Canva presentation during a 3-hour meeting. This included:

    ▪ **Design Enhancements:** Improving slide layouts and visual elements.

    ▪ **Content Integration:** Ensuring that the content is clear, concise, and well-organized.

Day 5: August 16, 2024

- **Presentation Training:**

  o **Objective:** Prepare team members for the final presentation.

  o **Action Taken:** We conducted training sessions to practice delivering the presentation. This included:

    ▪ **Rehearsals:** Practicing individual segments and overall flow.

    ▪ **Feedback Sessions:** Providing and receiving constructive feedback to improve delivery.

    ▪ **Timing Practice:** Ensuring that each part of the presentation fits within the allotted time.
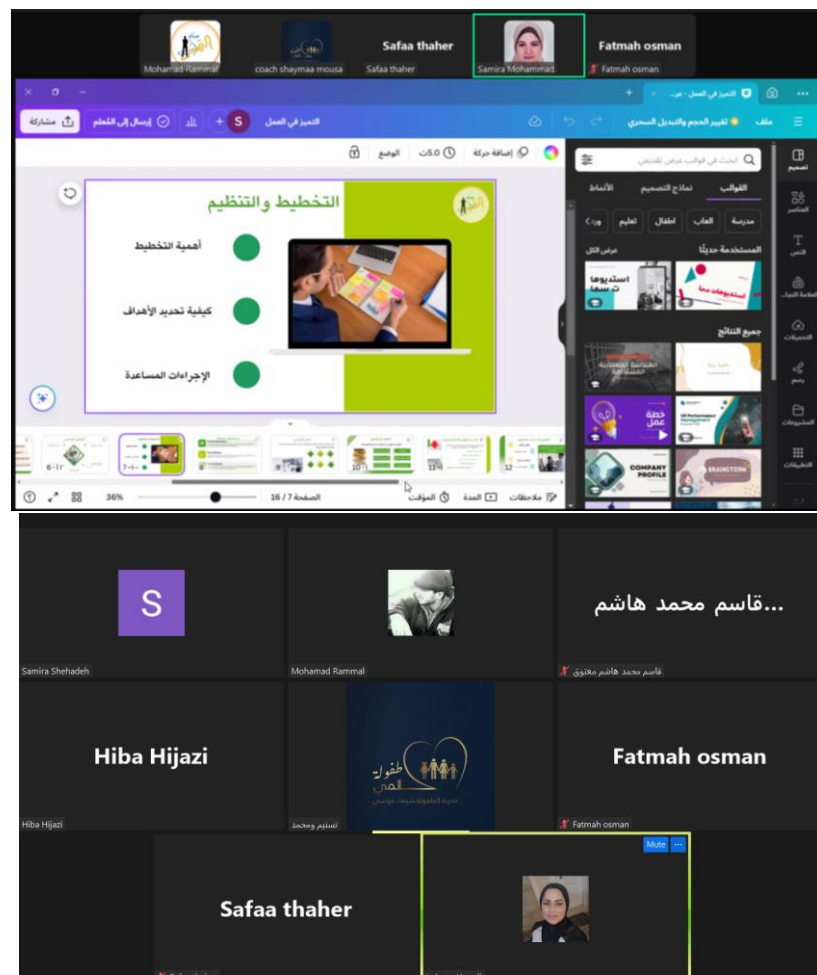
Day 6: August 17, 2024

- **Project Completion:**

  o **Objective:** Finalize and complete the project to ensure it meets all requirements and is ready for presentation.

  o **Action Taken:**

    ▪ **Final Review:** We conducted a comprehensive review of the entire project to ensure all components are complete and cohesive. This involved checking the presentation for any final adjustments and ensuring that all content is accurate and well-organized.

    ▪ **Final Edits:** Made any necessary last-minute changes to the presentation, including refining slide designs, correcting any errors, and incorporating any additional feedback from previous sessions.

    ▪ **Rehearsal:** Held a final rehearsal to practice the full presentation as a team. This included refining delivery techniques and ensuring smooth transitions between different sections.

    ▪ **Documentation:** Prepared and compiled all necessary documentation and supplementary materials that will be presented alongside the project.