

# Leadership and Project Management Report

10 Academy - Kifiya AI Mastery Training Program

Week 7 Careers Challenge

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## 1. Introduction

Leadership plays a crucial role in determining the success of teams and projects. Effective leadership fosters motivation, collaboration, and efficiency, whereas poor leadership can lead to confusion, frustration, and underperformance.

This report consists of two parts:

- ✓ **Task A** focuses on self-reflection and identifying leadership strengths and weaknesses.
- ✓ **Task B** involves managing a complex project at NovaTech, addressing team challenges, and implementing leadership strategies to ensure project success.

## 2. Task A: Self-Reflection on Leadership

### 2.1 Least Favourite Leader

The least favourite leader I worked with was a **project supervisor** in a previous role. Their leadership style was **authoritarian**, where decisions were made without team input. The leader exhibited the following behaviours:

- **Lack of Communication** – Important updates and expectations were unclear.
- **Micromanagement** – Constantly monitored tasks without allowing autonomy.
- **Lack of Empathy** – Showed little concern for employee well-being.

## 2.2 Ineffective Leadership Behaviours

The leader was ineffective due to:

1. **Failure to Listen** – Ignored feedback from the team, leading to inefficiencies.
2. **Lack of Adaptability** – Insisted on outdated methods despite evidence of better alternatives.
3. **Low Team Morale** – The lack of recognition and appreciation reduced motivation.

## 2.3 Personal Leadership Weaknesses and Improvement Plan

Weakness	Improvement Plan
<b>Delegation Challenges</b> – I tend to take on too much responsibility instead of trusting the team.	Develop a habit of delegating tasks strategically and providing clear expectations.
<b>Conflict Avoidance</b> – I sometimes hesitate to address disagreements directly.	Use active listening and structured conflict resolution techniques to address disputes early.
<b>Providing Constructive Feedback</b> – I find it challenging to provide critical feedback without discouraging the team.	Learn and apply the <b>SBI (Situation-Behavior-Impact)</b> feedback model to give constructive criticism effectively.

# 3. Task B: Managing Project Phoenix at NovaTech

## 3.1 Addressing John's Departure

John's departure poses a significant risk to the project. To mitigate the impact, the following steps will be taken:

### 1 Knowledge Transfer & Documentation:

- Conduct **exit interviews** with John to extract his insights and expertise.
- Ask John to create **comprehensive documentation** (e.g., technical guides, FAQs).

### 2 Shadowing & Pair Programming:

- Assign John to **pair-program** with a team member (e.g., Mark) before leaving.
- Organize **knowledge transfer sessions** to spread expertise.

### ③ Backup Support Plan:

- Identify an **interim lead** (Mark or Raj) to temporarily take over John's responsibilities.
- Distribute workload efficiently across the remaining team members.

### ④ Utilize External Resources:

- If necessary, hire a **consultant or freelancer** to bridge the gap.

### ⑤ Monitor Progress Closely:

- Conduct **daily stand-up meetings** to track knowledge retention and task progress.

## 3.2 Resolving the Disagreement Between Mark and Aisha

The disagreement between Mark (senior developer) and Aisha (new team member) needs to be managed carefully. The following approach will be taken:

### Step 1: Gather Perspectives

- Hold a **1-on-1 discussion** with both Mark and Aisha to understand their concerns.
- Encourage **open dialogue** in a team meeting to ensure transparency.

### Step 2: Assess Feasibility of EchoStack

- Perform a **technical feasibility study** on EchoStack.
- Evaluate the pros/cons, risks, and potential benefits.

### Step 3: Facilitate a Data-Driven Decision

- Conduct a **proof-of-concept (PoC)** to test EchoStack on a small module.
- Use results to make an **evidence-based decision** on technology adoption.

### Step 4: Align Team on the Best Approach

- If EchoStack is viable, provide **training and upskilling** for the team.
- If Mark's concerns are valid, suggest **alternative improvements** without drastic changes.

### Step 5: Continuous Review

- Schedule **bi-weekly technical reviews** to monitor progress and detect issues early.

## 3.3 Leadership Strategies to Ensure Project Success

To motivate the team and ensure timely project completion, I will use a **combination of leadership styles** based on the situation.

Leadership Style	Reason & Application
<b>Transformational Leadership</b>	<ul style="list-style-type: none"> <li>- Inspires the team by creating a compelling vision for the project.</li> <li>- <b>Application:</b> Encourage innovation, recognize team efforts, and keep motivation high.</li> </ul>
<b>Servant Leadership</b>	<ul style="list-style-type: none"> <li>- Supports individual growth and prioritizes team needs.</li> <li>- <b>Application:</b> Ensure team members have access to resources and learning opportunities.</li> </ul>
<b>Democratic Leadership</b>	<ul style="list-style-type: none"> <li>- Encourages collaboration and feedback-driven decision-making.</li> <li>- <b>Application:</b> Involve Mark and Aisha in deciding whether to use EchoStack.</li> </ul>
<b>Situational Leadership</b>	<ul style="list-style-type: none"> <li>- Adapts to different team members' needs and challenges.</li> <li>- <b>Application:</b> Provide extra support to Lena (junior developer) while giving Raj more independence.</li> </ul>

## Examples of Leadership in Action

- ♦ **Motivating the Team:** Use positive reinforcement and recognize individual/team achievements.
- ♦ **Crisis Management:** If the project falls behind, adopt an authoritative approach to re-prioritize tasks.
- ♦ **Conflict Resolution:** Use a **mediation approach** to find common ground between Mark and Aisha.

## 4. Conclusion

Effective leadership is key to both personal growth and project success. In **Task A**, I reflected on my experiences with poor leadership, identified weaknesses, and set clear goals for improvement.

In **Task B**, I applied leadership strategies to ensure **Project Phoenix** meets its deadline. By managing John's departure, facilitating a resolution between Mark and Aisha, and applying the right leadership styles, the project remains on track.

This experience reinforces the importance of **adaptability, communication, and strategic decision-making in leadership**.