***SUMMATIVE ASSESSMENT ACTIVITY 1***

1. Which of the following features that promote innovation are not evident in your work environment? Explain why you say they are not evident.

* **Openness:** Openness is not fully evident in our work environment. While there is some collaboration, there are hierarchical barriers that hinder the open sharing of ideas and concerns.
* **Rewards for innovation:** Unfortunately, there is a lack of a structured reward system for innovation. Employees are not incentivized adequately, making it challenging to encourage a consistent flow of innovative ideas.

2. What creativity and innovation techniques are being applied in your workplace? Explain using 3 techniques of why these techniques are being used or not. If nothing is being applied explain which techniques could be used and why they are suitable.

* **Brainstorming:** This technique is occasionally used during team meetings to generate ideas. However, its effectiveness is limited due to time constraints, and not all voices are heard.
* **Mind Mapping:** Mind mapping is not commonly used, possibly because employees are not well-versed in the technique. Introducing training sessions could enhance its adoption and effectiveness.
* **SWOT Analysis:** SWOT analysis is employed during strategic planning, but its focus is often more on weaknesses and threats than on innovative opportunities. There's room to integrate a more innovation-oriented SWOT approach.

3. What is the role of a unit manager in creating an environment conducive to innovation? Describe this role ensuring to refer to continuous improvement and innovation of the unit.

* The unit manager plays a pivotal role in fostering innovation. They should champion a culture of continuous improvement by encouraging open communication, supporting risk-taking, and providing resources for training in innovation techniques. By actively participating in idea generation and recognizing and rewarding innovative efforts, the unit manager sets the tone for a dynamic and innovative environment.

4. What is change and the impact on organizational sustainability? Give reference to internal and external environmental change that would affect your specific unit.

* Change refers to a shift in processes, structures, or strategies within an organization. In our unit, internal changes such as a restructuring of teams or adoption of new technologies can impact operational efficiency. External changes, like shifts in market trends or regulatory requirements, can also affect our unit's sustainability by requiring adaptability and innovative solutions.

5. If you could choose two change models, which would you choose and why? Explain referring to appropriateness for different change processes.

* Kotter's Eight-Step Change Model: This model is suitable for significant organizational transformations. Its structured approach helps manage resistance and ensures that all aspects of change are considered.
* Lewin's Change Management Model: Lewin's model is effective for smaller, incremental changes. Its simplicity allows for a clear understanding of the change process, making it suitable for ongoing continuous improvement initiatives.

***SUMMATIVE ASSESSMENT ACTIVITY 2***

**TASK 1:**

1. **Innovation Analysis and Implementation Plan**



2. **Innovation Analysis and Implementation Plan Meeting Minutes**

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**TASK 2:**

1.**Professional Document: Problem Analysis and Solution Proposal**



2. **Change Management Plan: Implementation Strategy**



3.**Meetings Minutes**

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