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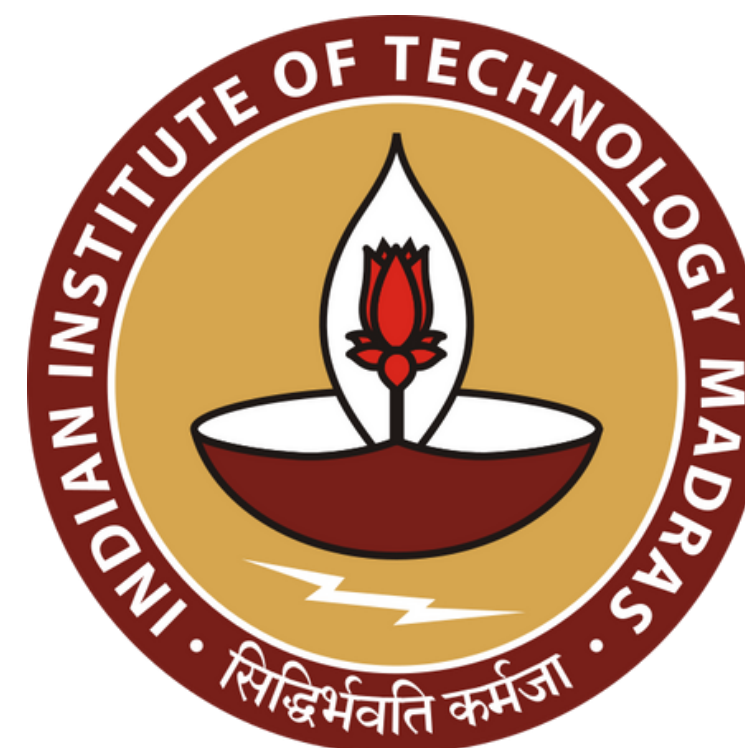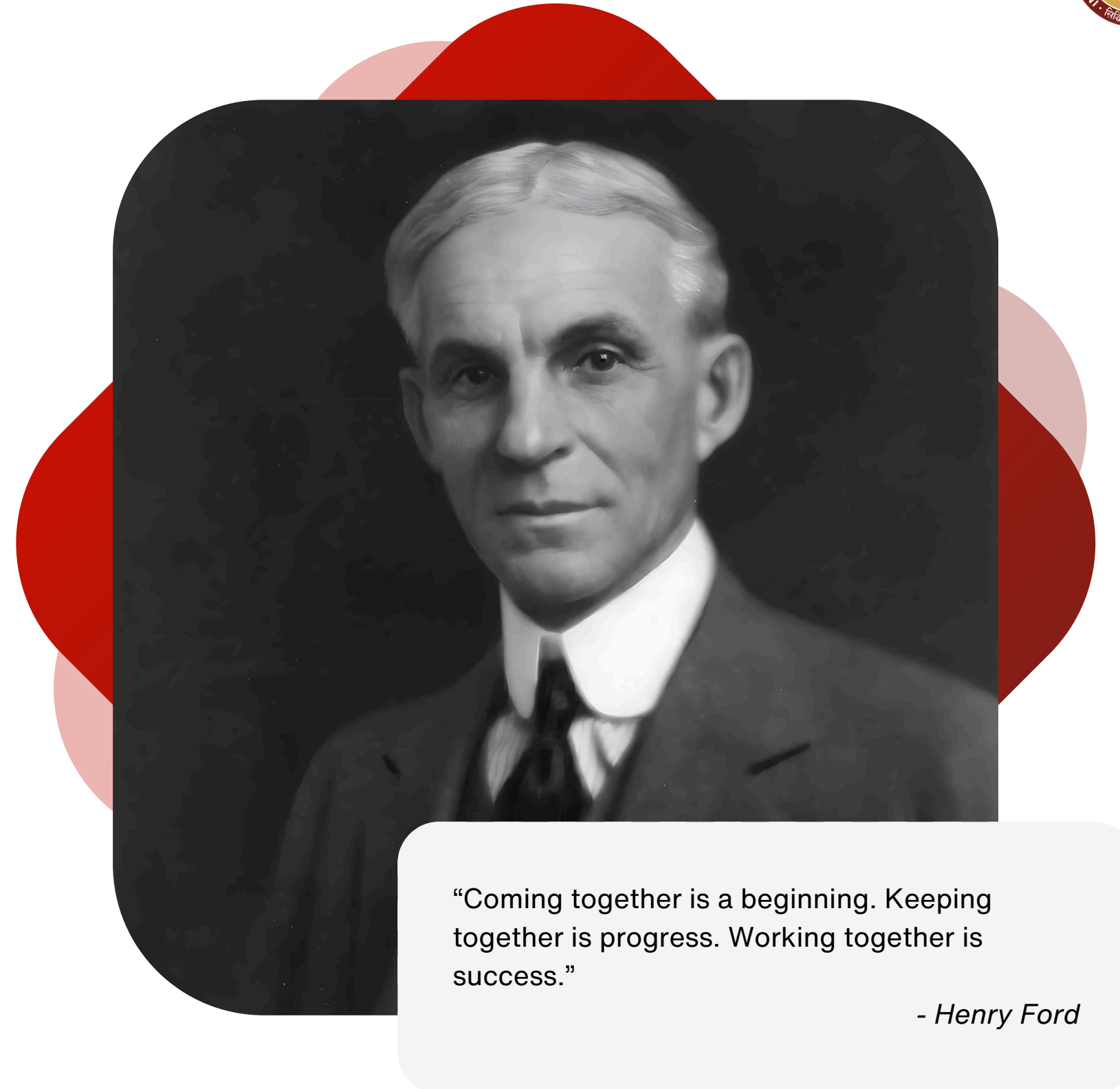
सिद्धिर्भवति कर्मजा

Strategies for Professional Growth

P R O J E C T | M A Y 2 0 2 4 T E R M

Purpose of the
Project

To enable the students to use the creative process to identify and solve problems in an effective way, to use structured creative thinking tools to investigate a particular matter from a variety of perspectives with clarity, to communicate and share thoughts/information accurately and effectively to understand each other, to become a team player, to value other cultures, to overcome obstacles she/he may face when performing a task, to work with hands to become better at engaging and enhancing their thought process, to get pertinent information crucial for learning about something or for communicating, to understand how decisions at the individual level or at the business level affect optimal utilisation of resources, to use conflict resolution tools to effectively resolve conflicts, to perceive emotions of themselves and of others and manage for a better outcome under various circumstances.

"Coming together is a beginning. Keeping together is progress. Working together is success."

- Henry Ford

Team Details

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Transition Process

The transition process involves evaluating and enhancing our team's performance, learning, and communication dynamics by studying meeting efficiencies, training impacts, and fostering open communication and conflict resolution skills to create a more effective and harmonious team environment.

What are our performance goals?

Our main goal is to explore the dynamics of how our team functions, especially when it comes to achieving our performance targets. We plan to study the elements that affect the efficiency of our meetings by looking into how long they last. By doing this, we hope to find ways to boost our communication skills and make sure everyone is listening attentively during our talks, which should help us perform better as a team.
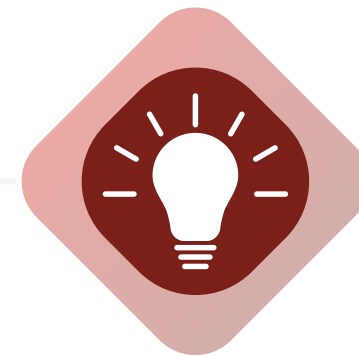
What are our learning goals?

For our learning goals, we intend to study how well-organised training sessions improve our skills. In particular, we will look into how these sessions affect our ability to listen actively. We will also examine the results of a communication skills workshop to see how it helps team members express themselves more clearly. This will lead to better communication within our team.
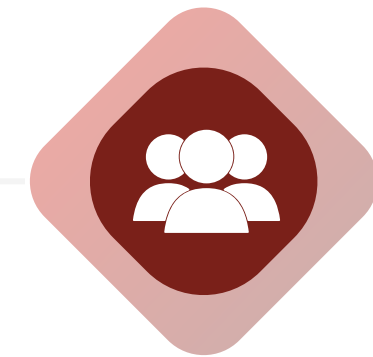
What are our people's goals?

For our people's goals, we want to build a culture of open communication within our team. We plan to look into what makes team members feel comfortable sharing their ideas and giving feedback. By understanding these aspects, we hope to see how this openness can lead to more shared ideas and suggestions. Additionally, we will examine how training in conflict resolution can help reduce disagreements and create a more peaceful team environment.

Team Action Plan

Our team action plan for the next two months includes improving key areas, implementing a weekly feedback system, and using collaboration tools to enhance communication and connection. This will help us understand our transitions, focusing on performance, learning, and people goals, and make informed decisions to continuously improve.

Action Processes

The action processes cover leadership, roles, decision-making, communication, collaboration, workload sharing, support, and progress review.

Interpersonal Processes

The interpersonal processes cover managing personal conflicts, fostering a positive working environment, and celebrating successes or addressing unmet goals.

Action Processes

The action processes deal with organizing leadership and roles, making decisions, managing communication, collaborating effectively, distributing workload fairly, providing support, and reviewing progress to ensure the project is completed efficiently and successfully.

1

How will we organise leadership for this project?
To organise leadership for our project, we need to identify someone who can effectively guide and coordinate our team's efforts to reach our goals. Considering these qualities, we have chosen Dev Khatri (21f3001150) as the team leader for our group project.

2

What roles would the other members play?
Our primary task will be to distribute the various responsibilities among team members. We have decided to allocate the work equally among everyone. Additionally, we will consider each member's interests to ensure they are engaged and motivated in their roles.

3

How are decisions made?
In our group project, decisions will be made using different methods, such as leader-driven decisions, consensus-building processes, and majority voting. Each method has its own benefits and is appropriate for different situations. Therefore, we will use all these methods as needed to make the best decisions.

4

What communication mode will we use and when?
For our communication, we have set up a WhatsApp group and a Google Space group. We will also hold meetings using Google Meet.

5

How will we work together at different stages of the team task?
Before choosing a specific approach for working together, we will discuss and agree with our team members on the best method based on project goals, timelines, team dynamics, and individual preferences. Depending on the nature of the task, we may choose to work separately and then combine ideas, pass the task sequentially, or work simultaneously.

Action Processes (Contd.)

6

When and where will we hold our meetings?
We will schedule regular team meetings on Google Meet, with timings decided via a WhatsApp poll. Meetings will follow a detailed agenda, encourage timely and active participation, have a designated facilitator, and aim for consensus decisions. Action items and responsibilities will be summarized, followed by a message outlining decisions and deadlines. Continuous improvement will be ensured through a feedback loop.

7

How will we share the workload (quantity, quality, time)? What will we do when a team member is doing more (or less) work than others?
We will distribute tasks based on each member's strengths and skills, with regular check-ins to monitor progress. A peer review system will ensure high-quality work. To address workload imbalances, we'll use a communication group to discuss concerns and adjust tasks as needed. Members should communicate early about any difficulties, and the team will collaborate to find solutions and ensure project success.

8

How will we help team members (sharing knowledge and resources)?
In our group project, we have created a supportive system for team members. A centralised file-sharing system will keep everyone updated on individual contributions. We will offer help to those finding tasks challenging by organising additional Google Meet sessions for clearer explanations. To enhance understanding, we will regularly demonstrate our work, ensuring transparency and knowledge sharing across the team.

9

When and how will we review progress on goals? What is our process for setting and meeting deadlines?
We will review progress bi-weekly during team meetings and set clear deadlines by breaking down tasks. An Excel sheet will be created to update work progress. The sheet will include columns for tasks, deadlines, completion status, and any relevant notes. Team members will regularly update their progress in the sheet, allowing for easy tracking and visibility of project advancement.

Interpersonal Processes

The interpersonal processes deal with managing personal conflicts, fostering a positive team environment, and celebrating successes or addressing unmet goals to ensure a supportive and collaborative team dynamic.

1

**How will we manage conflict if it becomes personal and not task related?**
To address conflicts that may become personal rather than staying task-related, our team adopts a proactive approach. We start by thoroughly analysing the nature and causes of the conflict. If necessary, we are prepared to extend apologies for any unintentional misunderstandings or actions. Effective communication is key, and we prioritise openly discussing the issue with the team leader. Together, we work collaboratively to find a resolution that ensures a harmonious team atmosphere. Our goal is to foster a supportive environment that promotes healthy interactions and effective conflict management.

2

What will we do to make the experience of working together a positive one?
To create a positive working experience, we prioritise several key principles. Actively listening to each team member's thoughts and ideas is crucial for fostering a supportive environment. We encourage collaboration among all team members, whether seasoned or newcomers, recognizing the value of diverse experiences. Adaptability is fundamental to our approach as we remain open to adjusting our methods based on collective input and suggestions. Continuous improvement is integral to our team culture, focusing on both individual and team growth as we tackle various tasks and challenges together.

3

How will we celebrate successes & commiserate goals we do not meet?
We analyze setbacks for growth, fostering open communication without blame. Celebrating achievements with recognition, rewards, and events is integral to our team culture.
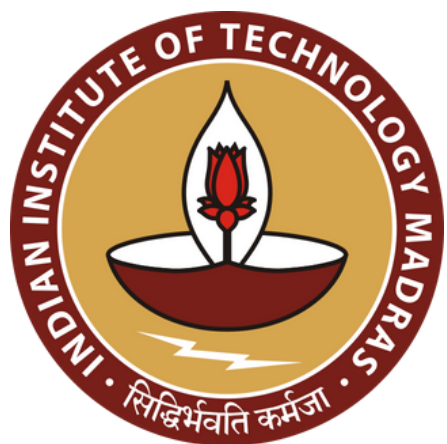
Thank you!

For any feedback or constructive criticism, please reach-out to any of our team members on their respective Emails.