Higher Nationals

Internal verification of assessment decisions – BTEC (RQF)

INTERNAL VERIFICATION – ASSESSMENT DECISIONS			
Programme title	BTEC Higher National Diploma in Computing		
Assessor	Ms.Sandani Poornima	**Internal Verifier**	Mr .Lakindu Premachandra
Unit(s)	Unit 03: Professional Practice		
Assignment title	Work Related Learning Report: Design and Deliver a Training Programme		
Student's name	Ranudi Gayathmie Kariyapperuma		
List which assessment criteria the Assessor has awarded.	**Pass**	**Merit**	**Distinction**
INTERNAL VERIFIER CHECKLIST			
Do the assessment criteria awarded match those shown in the assignment brief?	Y/N		
Is the Pass/Merit/Distinction grade awarded justified by the assessor's comments on the student work?	Y/N		
Has the work been assessed accurately?	Y/N		
Is the feedback to the student: Give details: • Constructive? • Linked to relevant assessment criteria? • Identifying opportunities for improved performance? • Agreeing actions?	Y/N Y/N Y/N Y/N		
Does the assessment decision need amending?	Y/N		
Assessor signature		Date	
Internal Verifier signature		Date	
Programme Leader signature (if required)		Date	

Confirm action completed			
Remedial action taken Give details:			
Assessor signature		**Date**	
Internal Verifier signature		**Date**	
Programme Leader signature (if required)		**Date**	

Higher Nationals - Summative Assignment Feedback Form

Student Name/ID	Ranudi Gayathmie Kariyapperuma - KIR/X-00104243
Unit Title	Unit 03: Professional Practice

Assignment Number	1	**Assessor**	
Submission Date	30.06.2023	**Date Received 1st submission**	
Re-submission Date		**Date Received 2nd submission**	

Assessor Feedback:

LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience

Pass, Merit & Distinction Descripts   P1 ☐   P2 ☐   M1 ☐   D1 ☐

LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios

Pass, Merit & Distinction Descripts   P3 ☐   P4 ☐   M2 ☐   M3 ☐   D2 ☐

LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments

Pass, Merit & Distinction Descripts   P5 ☐   P6 ☐   M4 ☐   D3 ☐

LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher level learning

Pass, Merit & Distinction Descripts   P7 ☐   P8 ☐   M5 ☐   D4 ☐

Grade:	**Assessor Signature:**	**Date:**

Resubmission Feedback:

Grade:	**Assessor Signature:**	**Date:**

Internal Verifier's Comments:

Signature & Date:

*   Please note that grade decisions are provisional. They are only confirmed once internal and external moderation has taken place and grades decisions have been agreed at the assessment board.

Assignment Feedback

Formative Feedback: Assessor to Student
Action Plan
Summative feedback
Feedback: Student to Assessor

Assessor signature		**Date**	
Student signature		**Date**	

Pearson Higher Nationals in
Computing

Unit 03: Professional Practice
Assignment 01

General Guidelines

1. A Cover page or title page – You should always attach a title page to your assignment. Use previous page as your cover sheet and make sure all the details are accurately filled.
2. Attach this brief as the first section of your assignment.
3. All the assignments should be prepared using a word processing software.
4. All the assignments should be printed on A4 sized papers. Use single side printing.
5. Allow 1" for top, bottom , right margins and 1.25" for the left margin of each page.

Word Processing Rules

1. The font size should be **12** point, and should be in the style of **Time New Roman**.
2. **Use 1.5 line spacing**. Left justify all paragraphs.
3. Ensure that all the headings are consistent in terms of the font size and font style.
4. Use **footer function in the word processor to insert Your Name, Subject, Assignment No, and Page Number on each pag**e. This is useful if individual sheets become detached for any reason.
5. Use word processing application spell check and grammar check function to help editing your assignment.

Important Points:

1. It is strictly prohibited to use textboxes to add texts in the assignments, except for the compulsory information. eg: Figures, tables of comparison etc. Adding text boxes in the body except for the before mentioned compulsory information will result in rejection of your work.
2. Carefully check the hand in date and the instructions given in the assignment. Late submissions will not be accepted.
3. Ensure that you give yourself enough time to complete the assignment by the due date.
4. Excuses of any nature will not be accepted for failure to hand in the work on time.
5. You must take responsibility for managing your own time effectively.
6. If you are unable to hand in your assignment on time and have valid reasons such as illness, you may apply (in writing) for an extension.
7. Failure to achieve at least PASS criteria will result in a REFERRAL grade .
8. Non-submission of work without valid reasons will lead to an automatic RE FERRAL. You will then be asked to complete an alternative assignment.
9. If you use other people's work or ideas in your assignment, reference them properly using HARVARD referencing system to avoid plagiarism. You have to provide both in-text citation and a reference list.
10. If you are proven to be guilty of plagiarism or any academic misconduct, your grade could be reduced to A REFERRAL or at worst you could be expelled from the course

Student Declaration

I hereby, declare that I know what plagiarism entails, namely to use another's work and to present it as my own without attributing the sources in the correct form. I further understand what it means to copy another's work.

1. I know that plagiarism is a punishable offence because it constitutes theft.
2. I understand the plagiarism and copying policy of Edexcel UK.
3. I know what the consequences will be if I plagiarise or copy another's work in any of the assignments for this program.
4. I declare therefore that all work presented by me for every aspect of my program, will be my own, and where I have made use of another's work, I will attribute the source in the correct way.
5. I acknowledge that the attachment of this document signed or not, constitutes a binding agreement between myself and Pearson, UK.
6. I understand that my assignment will not be considered as submitted if this document is not attached to the assignment.

ranudigk@gmail.com
Student's Signature: **Date:30.06.2023**
(*Provide E-mail ID*)   (*Provide Submission Date*)

Higher National Diploma in Business

Assignment Brief

Student Name /ID Number	Ranudi Gayathmie Kariyapperuma KIR/X - 00104243
Unit Number and Title	**Unit 3: Professional Practice**
Academic Year	2021/22
Unit Tutor	Ms.Sandani Poornima
Assignment Title	**Work Related Learning Report: Design and Deliver a Training Programme**
Issue Date	28/05/2023
Submission Date	30/06/2023
IV Name & Date	

Submission format	
The submission should be in the form of an individual report written in a concise, formal business style using single spacing (refer to the assignment guidelines for more details). You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research and referenced using Harvard referencing system. Please provide in-text citation and a list of references using Harvard referencing system. Please note that this is an activity-based assessment and your report should include evidences to the activities carried out individually and/or in a group. To carry out the activities given on the brief, you are required to form groups, comprising maximum of 6 members.	
	Unit Learning Outcomes:

	LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience.
	LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios.
	LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments.
	LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher-level learning.
Scenario	

Assume yourself as the event coordinator working in an event planning organization specialized in delivering trainings on IT and soft skills. you have been appointed to design and deliver a training event on IT /Soft Skills to an identified audience. You are required to complete the project within 2 months and the training plan and resources should be finalized as per the requirement of the client.

You are required to form a group of not more than 6 members in order to carry out the event. The event will be headed by an event manager/ leader and each group member will be assigned a set of tasks. While designing and delivering the event,

- the skills required to make the event successful
- challenges faced during the design/ delivery
- Critical evaluation of the problems, challenges faced and the methods used to overcome them
- The need for continuously develop in a professional environment

Need to be thoroughly considered.

At the end of the event, produce an individual report by each member covering the following tasks.

Task 1:

 Demonstrate how you are planning to effectively deliver the training event by designing a professional project plan with following details.

- Roles appointed to group members and an evaluation of interpersonal skills of each member that justifies the assigned role in the team.
- Goal and objectives of the project
- Evidences to the meetings conducted with the client and the team members and the findings/ outcomes of the meetings
- Challenges/ problems identified and the plan to overcome them
- A project schedule with the activities, milestones and contingencies identified.

Task 2

Research different problem-solving techniques that can be used to solve the identified problems in task 1 and demonstrate how critical reasoning can be applied to identify a solution to the identified problems.

Critically evaluate the solution methodology used to solve one of the identified problems and justify how selected methodology helped you to successfully solve the problem and achieve the project objectives.

Task 3

Work in your team by contributing your skills and knowledge to meet the project goal. Critically evaluate your own role and contribution to the group for the completion of the training event.

Discuss the importance of having dynamic team members in a group to meet its goals by referring to the role assigned to the group members and analyse how team dynamics among your group members effectively helped to achieve the shared project goal.

Task 4

Discuss with examples, the importance of continuous professional development (CPD) in a work setting by evaluating the range of CPD criteria that can be used to measure the effectiveness of your employees in your organization.

Produce a continuous professional development (CPD) plan using the criteria identified above with relevant to the responsibilities, required skills, performance objectives for the members of your team. Compare and contrast different motivational theories and discuss how they can be helpful to improve the performance of the team members and meet the objectives of the developed CPD plan.

-

ACKKNOWLEDGEMENT

At last author would like to share the experience while doing the project. Author learns many new things about the networking topics. The best thing which author can share is that author developed more interest in this subject. This Project gave author experience of how to do an event .

A very special thanks to Miss Sadani who teach us this subject and Author thanks for who helped author to do this kind of project. Thank you!

Regards,

The author,

Ranudi Kariyapperuma.

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Interpersonal and transferable communication skills to a target audience.

About The Event

As the Professional practice module project our HND 10th Batch Organized a Leadership Training Programme to develop Leadership Skills. This Leadership Training Programme was focused for DITEC 171 batch and CIT 14 batch students of Esoft Kiribathgoda Branch..The Name of This programme is Liderenza . For this programme students were sepereted to 10 Groups But then from these groups selected only 5 Groups. In these 5 groups the students organised teams' wise games for the event. So in the below mentioned are the teams and the games,

1. Team 1 – Crossing the blind through the galaxies.
2. Team 3 - Balloon line
3. Team 4 – sketchpen ball game
4. Team 6 – Follow the Lead
5. Team 10 – Paper tower Challenge

Before the games Hnd students planned to give the ditec students some details about leadership and for that decided to conduct a presentation as well. For that some of Hnd students were selected and others have to organised the game. So each games was planned for only 60-70 Ditec students . So for games each games divided into another 6 groups to identify each group students our hnd batch students plan to give the ditec students each them of a colour ribbon. Coloured ribbons that given to the ditec students are black,orange,light purple,blue,red and dark purple. That how the event was planned as a summery . So the author was in the Team 10. In team discussed how to plan the game and finally select the paper tower game . In this games for each group have to have 3 member or 6 members. Each group have to build the tallest tower in 15 minitues . After 15 minitues our hnd students choosen the group that made the tallest tower. So In lederanza user and others made budget report. In budget report it includes refreshments,Tshirt,decoration items,gifts,certificates and diliver costs also it is in the report it shows the advanced Amount.

Some of Events Photos

FIGURE 1 : LEDERANZA 2023 PIC 1

FIGURE 2 : LEDERANZA 2023 PIC 2

FIGURE 3 : LEDERANZA 2023 PIC 3

<u>Different communication styles and formats, that you can effectively design and deliver Lederanza for a given DITECH Students</u>

- **The Definition of Communication**

Simply A communication means that one person can exchange information, maybe feelings that kind of things to another person that's called as a communication. Basically, there are many categories of communication Styles.

Figure 4 : what is communication? (https://www.linkedin.com)

The subtleties of comprehension and interpretation, in addition to the conveying of messages, are what give it its complexity. Good communication is more than just using words; it also requires empathy, active listening, and the capacity to explain ideas in a way that other people can understand. Communication, whether it be through written or spoken words, body language, or even silence, is essential to interpersonal relationships, teamwork, and social cohesiveness. Its importance goes beyond information transfer; it serves as the cornerstone for the development of cooperation, trust, and understanding.

In the globally connected world of today, communication has taken on a completely new face. Instantaneous worldwide connections are now possible thanks to technological breakthroughs that have expanded the scope and speed of communication. The way individuals communicate and exchange information over great distances has been completely transformed by social media platforms, video conferencing, and other digital tools. Nevertheless, despite this quick evolution, the fundamentals of good communication have not changed: they still revolve around empathy, clarity, and the capacity to fill in knowledge gaps in order to promote deep

relationships and mutual understanding amongst people from different backgrounds and cultures.

Interpersonal and transferable communication skills

Interpersonal Communication skills

Interpersonal communication, often known as face-to-face communication, is the process through which individuals communicate knowledge, sentiments, and meaning with one another. Non-verbal cues like tone of voice, facial expressions, gestures, and body language are also part of interpersonal communication. These cues are communicated in addition to the actual words that are said, or the language that is employed.

So as interpersonal skills ,

1. Active listening

2. Teamwork

3. Responsibility

4. Leadership

5. Positive Attitude

6. Flexibility

If explain about these interpersonal Skills.

* Active Listening

    More than just hearing what is being said, active listening is a talent that calls for complete focus, comprehension, memory retention, and response. It necessitates paying close attention to everything the speaker says, including tone, emotions, and body language. Because it shows respect for the speaker and acknowledges their sentiments, this ability promotes deeper connections and trust. People may communicate more openly and

comprehend each other better when you actively listen to them without interrupting or passing judgment right away.

- Teamwork

The capacity to work well with others in order to achieve a shared objective is known as teamwork. It entails using each person's strengths while compromising, cooperating, and communicating. Good teamwork skills include empathy, willingness to favorably impact the group effort, and active engagement. Being a good team player entails being dependable, flexible, and able to lead when needed while also assisting others in achieving common goals. It's about appreciating the importance of different viewpoints and collaborating effectively to complete tasks and find solutions.

- Responsibility

As an interpersonal skill, responsibility includes being dependable, accountable, and proactive in keeping promises. It entails accepting responsibility for your choices, actions, and results. Meeting deadlines, carrying out your responsibilities, and exhibiting reliability in social situations are all examples of being responsible. It also entails taking responsibility for errors made and growing from them, as well as exhibiting integrity and maturity in the way you handle obligations both individually and in groups.

- Leadership

Being a leader is more than just having a position; it's a skill that entails encouraging, inspiring, and directing people toward a common objective. Empathy, clarity in communication, decisiveness, and the capacity to delegate and empower others are all necessary components of effective leadership. An effective leader promotes creativity, cultivates a happy work atmosphere, and aids in the team members' personal and professional development. Leadership can occur at any level and is frequently demonstrated

by influence, mentoring, and the capacity to bring out the best in people. It is not restricted to hierarchical systems.

- Positive Attitude

Positive thinking, resilience, and a constructive approach to life's possibilities and challenges define a positive attitude. It entails keeping a positive attitude, concentrating on fixes rather than problems, and viewing failures as chances for personal development. Adopting a positive outlook affects not just your own viewpoint but also how you interact with other people, creating a supportive, encouraging, and opportunity-filled atmosphere. It entails being thankful, seeing the positive aspects of circumstances, and having faith in your capacity to go past challenges. A positive outlook isn't about avoiding challenges; rather, it's about overcoming them head-on with grit, flexibility, and the conviction that every event offers an opportunity for growth. It can significantly improve resilience, mental health, and the capacity to handle life's ups and downs gracefully.

- Flexibility

Capacity to change and adapt to new situations, viewpoints, or surroundings. It entails having an open mind, being prepared to take into account different points of view, and changing course when circumstances demand it. Being able to adapt your communication style to fit various personalities or circumstances is what it means to be flexible in order to promote better understanding and collaboration. It also entails accepting change in a constructive way and remaining resilient in the face of difficulties.

Transferable Communication Skills

Skills that can be used to a number of vocations and sectors are called transferrable skills. When applying for a new job, especially one in a different field, you might use transferable talents to highlight your prior expertise. Employers frequently want applicants who have great communication abilities, for instance. You may use them in any workplace if you've mastered the capacity to effortlessly communicate information with and among coworkers.

So transferable skills are,

1. Critical Thinking
2. Computer skills
3. Planning
4. Organisation
5. Research
6. Writing

In detailed about transferable skills

Critical Thinking

Sound decision-making and problem-solving are based on critical thinking. This talent entails being able to reason logically, appraise the reliability of the information, and evaluate it objectively. It helps people to break down difficult situations, find the root causes, and come up with creative solutions. When making decisions, critical thinkers examine the available information, challenge presumptions, and take into account many viewpoints. In the workplace, in the classroom, or in one's personal life, this ability enables people to overcome obstacles, make wise choices, and confidently adjust to changing circumstances.

Computer skills

These days, in the digital world, having computer abilities is essential. Across industries, having a basic understanding of digital interfaces, utilizing a variety of software programs, and comprehending the potential of technology is essential. These abilities cover the fundamentals of productivity software, operating systems, and frequently go beyond to include specialist tools or programming languages. Computer skills are essential in today's workplaces since they

improve efficiency, simplify processes, and allow personnel to efficiently utilize technology for a variety of purposes, from data analysis to communication and project management.

Planning

The ability to plan is the cornerstone of reaching goals and objectives. This ability entails drawing out a roadmap that lists the procedures, deadlines, and materials required to complete jobs quickly. Proficient planners establish unambiguous goals, deconstruct intricate undertakings into feasible segments, and foresee possible obstacles. They set priorities, make prudent resource allocations, and modify plans as necessary. Proficient planning abilities are essential in both work and personal life, allowing people to remain focused on their goals, keep organized, and fulfill deadlines.

Organization

Planning and organization go hand in hand. Organization is the capacity to efficiently arrange and oversee work, data, and resources. Those who are organized keep things simple even in the face of complexity, rationally set up workflows, and maximize efficiency in all of their activities. They organize information methodically, keep their workspaces neat, and are excellent time managers. This ability helps people make fewer mistakes, feel less stressed, and be more productive in a variety of situations, including job, school, and personal tasks.

Research

The ability to collect, evaluate, and synthesize data can help people learn new things or find solutions to issues. This ability entails locating reliable sources, gathering pertinent information, and coming to insightful judgments. Individuals that are focused on conducting research utilize multiple approaches, such as performing literature reviews and gathering empirical data, to thoroughly examine and comprehend a wide range of themes. Robust research abilities are essential for scholarly endeavors, decision-making procedures, and problem-solving situations in various fields, enabling people to make knowledgeable decisions and participate in knowledgeable dialogues.

Writing

The ability to write well is essential to effective communication. The capacity to communicate ideas, concepts, or information logically is essential for writing emails, reports, and engaging stories. Skilled writers create audience-specific content that is interesting, succinct, and clear. They efficiently convey information, convince, or amuse using language, promoting comprehension and connection. Strong writing abilities are crucial for jobs involving documentation, communication, or content development because they allow people to explain complicated ideas clearly and captivatingly.

So in the authors team was have many skills on communication like confidence , present skills, good feedbacks like wise . Authors teams leader and the members were helpful to each other to make a successful output.

Verbal Communication

" Technology is a compulsive and addictive way to live. Verbal communication cannot be lost because of a lack of skill. The ability to listen and learn is key to mastering the art of communication. If you dont use your verbal skills and networking, it will disappear rapidly. Use technology wisely." This was said by Rick Pitino.

Verbal communication is the exchange of ideas, thoughts, and information between people or groups using spoken words. It is an essential component of human communication that includes both sending and receiving verbal signals. Effective verbal communication involves more than just saying what has to be said; intonation, pitch, loudness, and tone all affect the meaning and effect of the message.

Real-time contact made possible by this mode of communication provides for prompt feedback and explanation. Verbal communication can occur through a variety of channels, including phone calls, in-person meetings, speeches, presentations, and group discussions. Being a skill, it requires not only speaking intelligibly and succinctly but also actively listening, which is an essential component of communication that guarantees comprehension and promotes meaningful discussion. Proficient speakers of language are skilled in expressing ideas clearly, changing their tone depending on the audience, and holding the attention of those are speaking to.

So Verbal communication is a communicate information with spoken words to another person. It can be physically or virtually. In this programme authors group was communicate importance things through WhatsApp calls, Teams and also zoom app. Writers group leader was divided work for each and every one in this meetings.
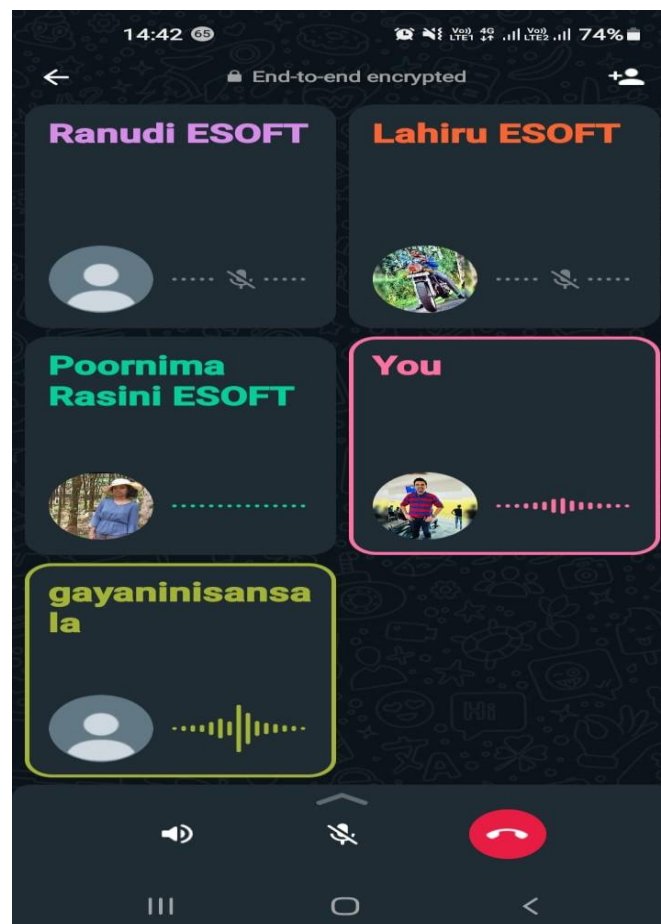
FIGURE 5 : MEETINGS THROUGH WHATSAPP

Nonverbal Communication

"Nonverbal communication is an elaborate secret code that is written nowhere, known by none, and understood by all." This was said by Edward Sapir. In authors words a nonverbal communication means communicates without words like using facial expressions , Eye contacts, hand gestures also , body language etc.

In authors teams also users this type of communication during physical meetings. Other feelings and also can identify the likes or dislikes because of facial expressions. If anyone didn't clear about the information's The writes team leader always explain it again. It is very easy to communicate in physically and all writers team members were there to solve the all problem when came during the discussion of this event.

In the event also it is very helpful by using nonverbal communication during the decoration parts in the event.

Effective time management skills in planning an event.

Time Management?.

In order to optimize the impact of a person's efforts, tasks and activities are coordinated throughout the allotted time. In essence, time management is used to help people do more, better work in less time. To make the most of the time available, time management includes planning, organizing, and scheduling. Techniques for time management also take into account a person's unique circumstance as well as any applicable skills and traits.

Importance of time management

Time management is significant because it gives people the opportunity to maximize their time by giving it a purpose. It is used in the corporate world to establish objectives and standards for organizations and the people who work for them. Employees with good time management abilities may produce high-quality work and accomplish their objectives. Time management also assists managers in identifying employee potential and establishing practical objectives. Employees with poor time management abilities miss deadlines, do subpar work, experience excessive tension and anxiety, and run out of time. Ineffective time management negatively impacts staff, management, and the business.

Time Management of Authors Event

In this event Students of Hnd batch organizers organized the event as planed without wasting time . Before create the agenda firstly allocate the time to the presentations then each team divide the time for each games and after that organizers manage the other thing as the plan. As the event was planned this is how the time was allocate to each items,

LIDERANZA
LEADERSHIP PROGRAMME '23

AGENDA

Programme	Time
Welcome	9.00 a.m - 9.05 a.m
Lighting the oil lamp	9.05 a.m - 9.15 a.m
Welcome speech by Mr. Kosala Ovitigala Branch Director of ESOFT Kiribathgoda.	9.15 a.m - 9.45 a.m
Introduction	9.45 a.m - 9.50 a.m
Presentation	9.50 a.m - 10.10 a.m
Sketch Pen	10.10 a.m - 10.20 a.m
Balloon Hub	10.20 a.m - 10.40 a.m
Refreshment	10.40 a.m - 11.00 a.m
Paper Tower	11.00 a.m - 11.20 a.m
Crossing the blind through galaxy	11.20 a.m - 11.30 a.m
Announcement of Awards	11.30 a.m - 11.40 a.m
Vote of Thanks	11.40 a.m - 11.50 a.m

FIGURE 6 : EVENT AGENDA

Time Management Skills and How Authors team archived It.

In time management there are 9 types of skills that can save the time easily. The 9 type skills are known as

        1.Organisation   5. Planning   9. Note taking

        2.Prioritization   6.Delegation

        3.Goal setting   7. Stress Management

        4.Communication   8. Problem Solving

1. Organisation

In writers team members were all supportive and all the members did there best to do this event . So beginning of this programme the leader of writers group were assign work for the team members to do on time .
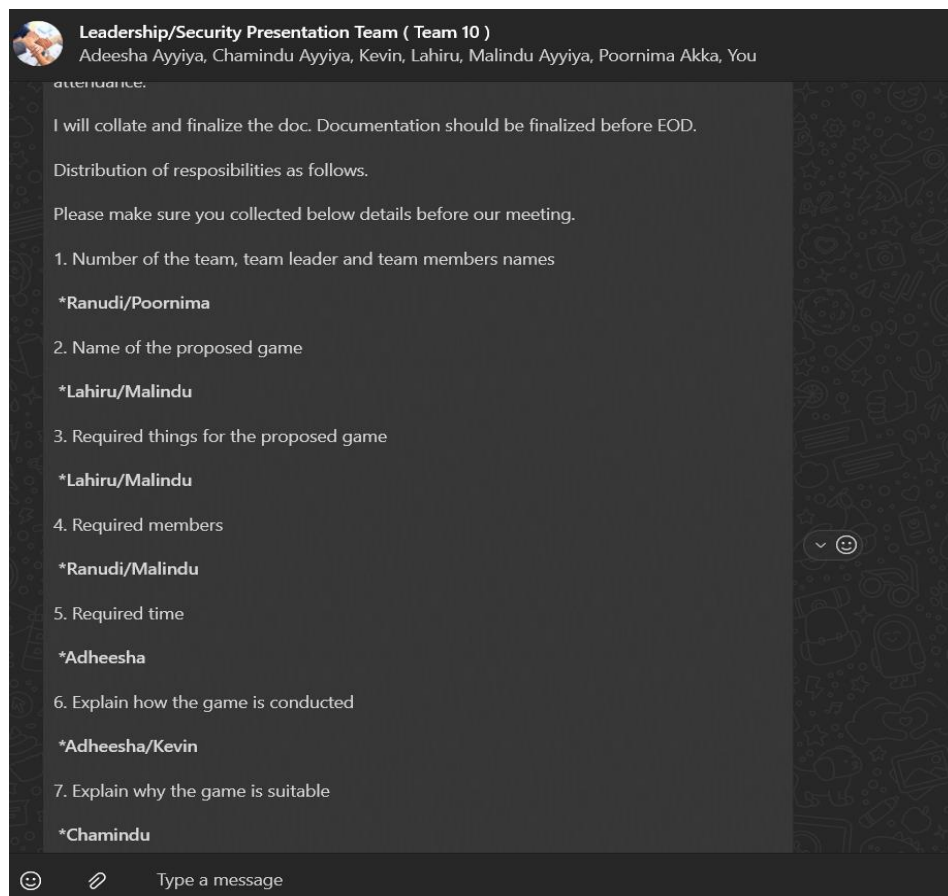
FIGURE 7 : WHATSAPP CONVERSATIONS

2 Prioritization

Prioritization means that how the workloads divided into subcategories and how to do the things correctly. In that case authors group was used the 4 theory of task prioritize. That means,

Urgent & Important	Important & Not Urgent
• Kick-off Meetings • Writing Project Proposal • Requesting Permission Letters • Prepare the Check List	• Designing the certificates • Rehearsal • Practice sessions • Event
Urgent & Not Important	**Not Urgent & Not Important**
• WhatsApp Group Calls • Zoom & Team Meetings • Group Chats	• Browsing Internet • Watching YouTube Videos • Playing Video Games

TABLE 1: AUTHORS TEAM TASK PRIORITIZATION

3 Goal Setting

In Goal setting Authors group use SMART Goal system. In SMART Goals,

S - Specific

M - Measurable

A - Achievable

R - Relevant

T - Time bound.

These SMART Goals were firstly developed by Kenneth Blanchard and Spencer Johnson.

Specific

A lot more people are likely to succeed when their goals are precise. The five "W" questions must be considered in order to make a goal specific:

- Who is involved in achieving this objective?
- What is it that I hope to achieve?
- Where will this objective be attained?
- What motivates to accomplish goal?

Measurable

This SMART process step asks users to use tools for tracking the progress make toward that goal. Being quantifiable also takes into consideration any steps that might take to further your path to that goal. For instance, one may do this by keeping track of how long it takes people to do a task or reach a goal.

Achievable

refers to making sure the objective is doable to achieve or sustain within the given time range.

Relevant

Goals should be in line with the organization's mission. Don't use goal-setting as a mindless activity. Identifying the primary advantage to the company might help determine whether the aim is pertinent.

Time Bound

There should be a deadline for goals. Without a deadline, a goal is of limited value. What distinguishes success from failure? Because of this, S.M.A.R.T. goals have an end date. While this does not imply that the job is over, it does allow you to assess the project's progress and establish new objectives.

How The Authors Team managed time effectively

1. Clearly defined and well-planned goals were set.
2. Set priorities, completed vital things first, and eliminated unimportant chores.
3. Set time constraints Group members received breaks from their assigned tasks.

4. Developed a pleasant working atmosphere.
5. Members of the group used social media infrequently.

Critical reasoning and thinking to a range of problem-solving scenarios.

The use of different problem-solving techniques in the design and delivery of Lideranza

Explanation of Problem.

An issue that creates difficulty or problems is referred to as a problem. This state calls for a resolution or solution since there is a departure from what is wanted or anticipated. Problems can occur in a variety of circumstances, including those that are social, professional, personal, or technological. It might be anything from uncomplicated, easy-to-solve problems to intricate, multifaceted difficulties that call for considerable consideration and problem-solving strategies to properly handle. A broken equipment is an example of a physical problem. An interpersonal disagreement is an example of an abstract problem. Finding answers and obtaining desired results begin with recognizing and comprehending difficulties.

The Different Types of problem-solving techniques in the design and delivery of Lideranza

The Problem-Solving Tools are ,

1. Brainstorming

To solve problems in groups, brainstorming encourages impromptu contributions of original concepts and solutions. This method necessitates a thorough, unstructured debate in which each group member is encouraged to think aloud and offer as many ideas as they can, drawing on their varied backgrounds of knowledge. Brainstorming blends informal problem-solving techniques with lateral thinking, a technique for coming up with fresh ideas and approaches to issues. Some of these concepts may be incorporated into novel, inventive responses to issues, while others can spark new concepts.

Participants are invited to contribute any idea that comes to mind, regardless of how unusual or seemingly implausible, during a brainstorming session. In the beginning, the emphasis is

more on quantity than quality, with the goal of building on one another's ideas to generate fresh viewpoints or concepts. Deferring judgment and letting a lot of different thoughts flow freely are the keys.

Techniques like mind mapping—where ideas are visually represented—and organized approaches—which direct the flow of ideas—are frequently used in brainstorming sessions. After coming up with a number of ideas, the group can assess and hone in on the most workable and promising ones to move forward with development or implementation. Brainstorming is an effective method for stimulating innovation, promoting teamwork, and unleashing creativity.

Types Of Brainstorms

There are Two types of Brainstorm Methods. These are known as ,

1. Reverse Brainstorming

Instead of asking teams to brainstorm solutions, reverse brainstorming merely asks to do the opposite. Before the commencement of a significant project, teams engage in this kind of brainstorming to identify potential roadblocks. Use a Reverse Brainstorming Template to get the team thinking along these lines.

During a reverse brainstorming session, the emphasis moves from finding answers to investigating the underlying causes or aggravating circumstances of a problem. By coming up with concepts that contradict conventional wisdom, participants generate ideas on how to either cause or exacerbate the situation. This strategy promotes unusual thinking and pushes participants to look at the problem from different perspectives.

2. Random word Brainstorming

Upon receiving an issue, the team is instructed to yell out whatever phrases come to mind first. Then, these phrases are mixed into intriguing concoctions to see whether they would result in a workable solution. This approach of brainstorming is incredibly quick and frequently quite effective in resolving a specific problem. Can start by using the Random Words Brainstorming Template.

This approach generates or chooses a term at random that has no direct bearing on the issue or subject at hand. After that, participants link this word to the problem they're trying to solve and look for connections or inspiration from it

Benefits of Brainstorming

- Diverse Ideas - It fosters the production of numerous concepts from various angles, which boosts originality and creativity.

- Team Collaboration - It encourages cooperation and teamwork by bringing together a variety of perspectives and experiences from different people.

- Problem Solving - It facilitates problem solving by investigating several strategies, which may result in unusual but practical solutions.

- Engagement & Participation - Participants are actively involved in brainstorming sessions, which fosters a positive atmosphere where everyone is encouraged to contribute and feels appreciated.

- Breaking Down obstacles - It promotes open discourse and dissolves obstacles to communication, enabling the free exchange of ideas without concern for backlash.

- Idea Development - It offers a foundation for further idea development, allowing the best possible solutions to be chosen.

- Increasing Creativity - It fosters innovation and unconventional thinking by encouraging unrestricted idea generation and free-thinking.

- Enhanced Ownership - People who participate in group idea generation frequently experience a greater sense of ownership and dedication to carrying out those ideas.
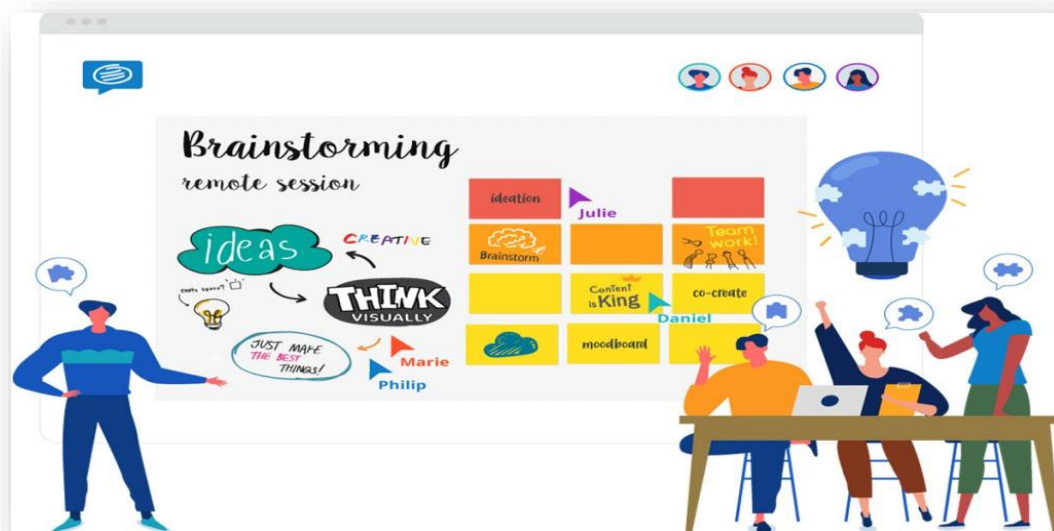
Figure 8 : Brainstorming

2. SWOT Analysis

FIGURE 9 : SWOT ANALYSIS

A SWOT analysis is a strategic framework that provides a thorough overview of a person or an organization's current position in relation to its surroundings. Internally, it explores an entity's advantages and disadvantages, revealing areas of strength and improvement. These internal factors include anything from specialized knowledge and resources to operational constraints or inefficiencies. Examining external possibilities and risks, it takes into account the larger environment in which the person or organization works.

Threats indicate outside obstacles or hazards that might obstruct development, whereas opportunities show prospective growth paths or profitable opportunities. A SWOT analysis is a crucial tool for decision-making, strategic planning, and the development of winning strategies to maximize strengths, exploit opportunities, address weaknesses, and minimize potential threats. It is derived from a careful examination of these four factors.

Performing a SWOT analysis is a methodical investigation of the internal and external factors impacting the course of an organization. This method looks inside at resources, competencies, and operational characteristics to identify strengths and deficiencies. Analyzing the larger context—which includes market dynamics, industry developments, competition, regulatory changes, and other external factors—helps identify opportunities and threats concurrently. A SWOT analysis is a fundamental tool that helps people or organizations make well-informed decisions, address weaknesses, and create strategies that capitalize on strengths and

opportunities. It also helps them create backup plans in case of unforeseen circumstances or threats to their respective environments.

Strengths	Weakness
• Good Leadership • Actively Listening • Positive Thinking • Shared the Knowledge to everyone	• Afraid of Public Speaking • Low energy • Disagrees with decisions sometimes
Opportunities	Threats
• Ability to work with others • Ability to organize an event • Can develop Interpersonal Skills	• Comparing with other teams. • Technical issues

TABLE 2 : AUTHORS TEAM SWOT ANALYSIS

The authors team also used this method to solve the problems . In this below is the diagram that authors followed.

3. 5 Whys Method

With asking "why" more and more questions, the 5 Whys method is an iterative and systematic approach to finding the root cause of an issue. It functions on the tenet that most problems aren't the product of singular incidences but rather are the outcome of underlying causes or flaws in the system. Through persistent inquiry into "why," this approach reveals underlying causes by removing logical layers of causation and revealing a sequence of events.

This method promotes a thorough investigation of the issue with the goal of going beyond minor symptoms to identify the true cause of the problem. Its simplicity and efficacy come from its capacity to highlight relationships and dependencies, assisting individuals or groups in seeing the larger picture and coming to well-informed judgments that address the problem at hand as well as its root causes, resulting in more long-lasting and significant solutions.

The 5 Whys method's strength is its capacity to go past surface-level explanations and uncover the underlying causes of problems. Every "why" serves as a starting point for more in-depth investigation, assisting individuals or groups in following an organized inquiry process. By promoting critical thinking and a methodical approach to problem-solving, this strategy makes

it possible to identify causal aspects that could go unnoticed otherwise. Finding the underlying causes of problems enables people to develop focused solutions that address the fundamental reasons, stopping problems from recurring and promoting a continuous improvement culture. The Five Whys approach is a useful technique for solving problems as well as for developing a deeper comprehension of difficult problems and putting long-term, workable solutions into practice.
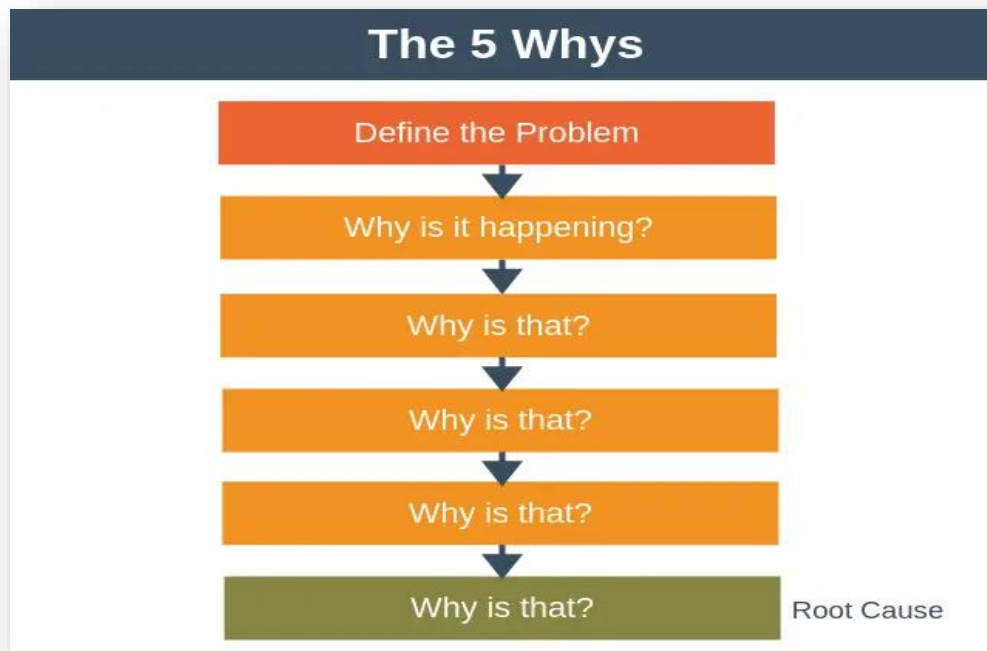

Figure 10 : The 5 Whys Method

The Advantages of Five Whys

1. Aids in determining the source of an issue.
2. Recognize how a single procedure may lead to a series of issues.
3. Identify the connections between several underlying causes.
4. Highly efficient without requiring complex assessment methods.

4. The Drill Down Technique

Using the drill-down method, complicated or large-scale issues are methodically divided into smaller, easier-to-manage parts in order to facilitate a thorough study. It's similar to focusing in on particular areas of a problem to obtain more profound understanding and clarity. This technique frequently uses a layered or hierarchical approach, in which each layer stands for a more in-depth degree of information.

The method begins by providing a general overview of the issue or topic. As the research goes on, it entails examining more closely at subcategories or particular components associated with the primary problem. With each stage that comes after, there is further analysis or breakdown, which provides a finer-grained comprehension of the elements that contribute to the overall issue.

For example, in a company setting, the drill-down technique can involve looking at several elements like market trends, consumer preferences, sales strategies, or product quality if the primary problem is a fall in sales. Subsequent analysis of each of these elements could identify particular regions that are involved in the overall reduction.

By breaking complicated problems down into smaller, easier-to-manage components, this approach promotes a more thorough grasp of the problems. It helps to pinpoint the precise areas that need to be addressed, making it possible to implement focused interventions or solutions that properly handle the complexities of the issue. The drill-down method allows for a systematic and thorough analysis of complex problems, making it useful for problem-solving, decision-making, and strategic planning.
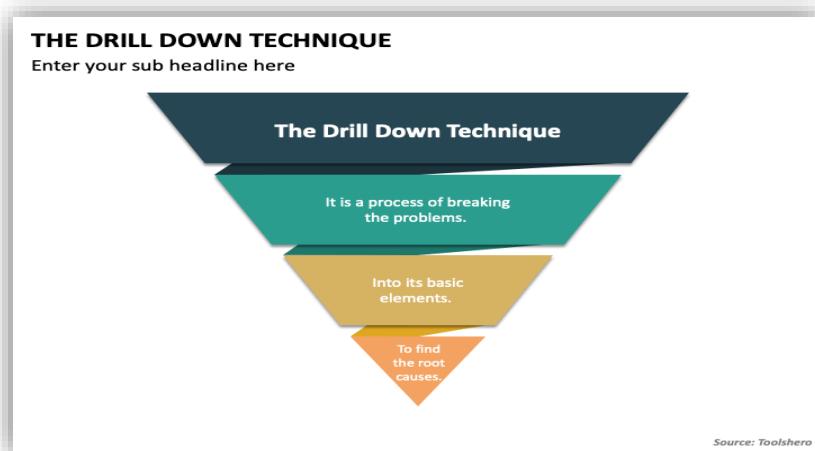
Figure 11 : The Drill Down Technique

Different problem-solving techniques used in the design and delivery of an event.

FIGURE 12 : PROBLEM SOLVING.

When organising the event there was many problems. Such as,

- How to choose the audience for the event.
- Selected audience have to understand of the event.
- The event have to be helpful to the audience and learn it through for the future

So that HND members were organized a leadership programme. As members were discussed the members and the lecturer suggest that it is better to do a event for O/l and A/l Prefects of a school. Members were chosen a school and also get the permission letter from the ESoft and from the school as well but unfortunately the school were unable to do the event that they gave for us because of that HND members were discussed immediately and selected ESOFT Ditec students as the Audience of the Event .

Also HND members have another problem that if the presentation cannot understand by the audience how to present it. For that purpose presenters were used both languages to get the idea what the event was for the audience and also to make it more understandable some presenters were used dialogs , some presenters were used story telling method and also some presenters were used question and answer method .

That are the Main problems that have in the Event the small problems that have are like how many equipment's need to have in a group for the games like wise. Now the author explain how the HND students used the techniques to solve the problems

1. **Using Brainstorming in Lederanza**

Brainstorming sessions played a central role in the success of the leadership event organized for Dtec students at Esoft. This ideation technique has encouraged open and creative thinking within the organizational team, fostering the generation of creative ideas and solutions.

Example:

Before finalizing the program for the event, HND students held brainstorming sessions to design engaging and impactful activities for attendees. They encourage all team members to freely contribute their opinions without judgment. Following these brainstorming sessions, they came up with a number of unique team-building exercises and leadership simulations that enhanced the overall event experience. This approach allows HND students to harness the collective creativity of their group and provide Dtec students with an in-depth and memorable leadership event.
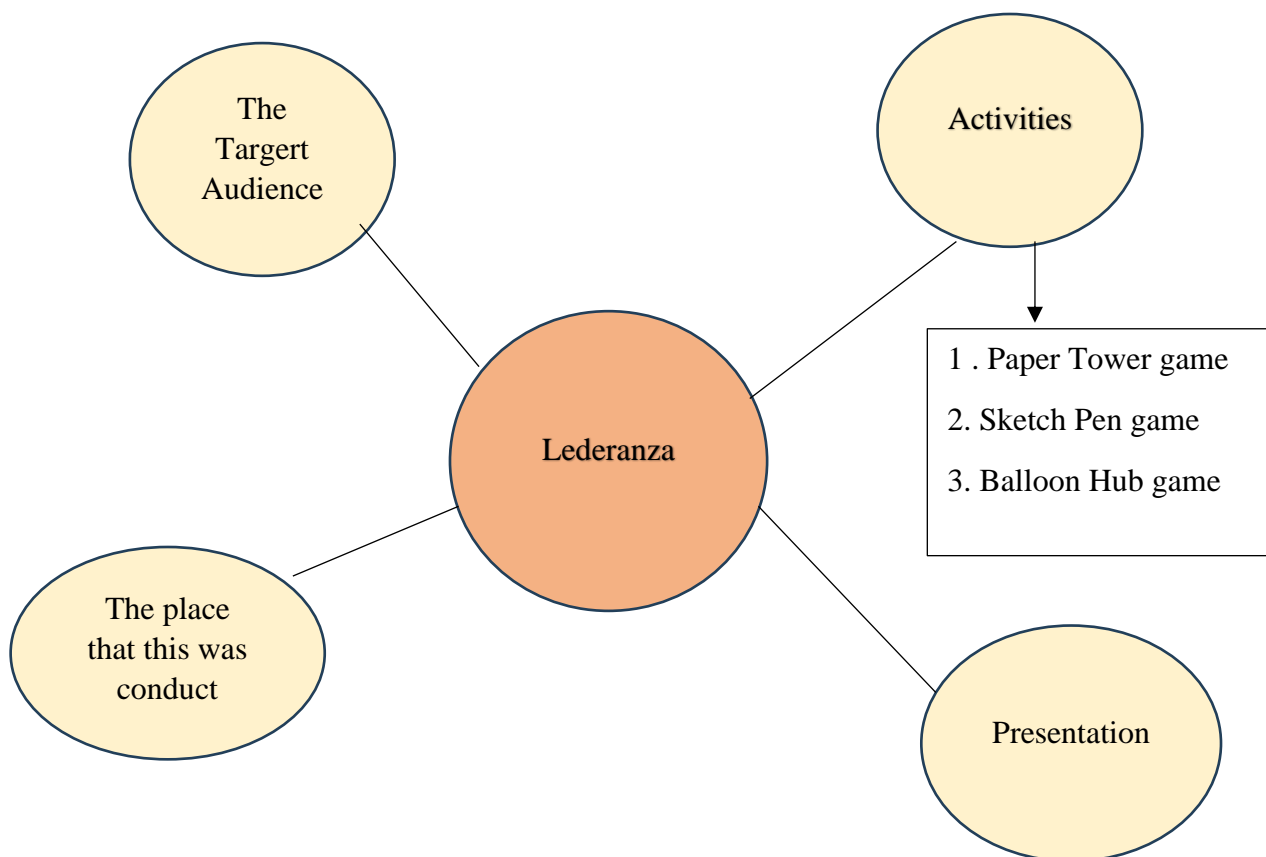
Figure 13 : Brain Storming (Developed By Author)

2. Using SWOT Analysis in Lederanza

SWOT analysis, a strategic planning tool, played a vital role in the success of the leadership event organized for Dtec students at Esoft. This involves assessing the internal strengths and weaknesses of the event and identifying external opportunities and threats to make informed decisions.

Example:

Prior to the event, HND students conducted a comprehensive SWOT analysis to assess the planning and execution of the event. They noted that one of their strengths was the diversity of skills among the organizers, which enabled them to effectively manage different aspects of the event. However, they acknowledged the weakness of the limited budget for some activities. In response to the opportunities, they noted a growing focus on student leadership development. However, they also recognize the risk of potential scheduling conflicts with the participants' other academic commitments. Armed with this analysis, the HND students played to their strengths, creatively managed their budget, and adjusted the event schedule to attendee availability, resulting in a well-received and well-attended leadership event.

Strengths	Weakness
The diversity of skills among the organizers	Limited budget of some activities
Opportunities	**Threats**
Growing students leadership skills and growing team work skills	scheduling conflicts with the participants' other academic commitments.

Figure 14 : Swot Analysis (Developed By Author)

3. Using 5 WHYS Method in the Lederanza

Method 5 Whys, a problem-solving method, was effectively used in a successful leadership session organized for Ditec students at Esoft. This method involves repeatedly asking "why" to find the root cause of the problem and find appropriate solutions.

Example:

During the event, the registration process was delayed, which caused inconvenience to the participants. HND students used the 5 Reasons Method to identify the root cause of a problem. They asked "why" the registration process was delayed and discovered that the online registration system was experiencing technical problems. They further asked "why" the system crashed and realized that it was due to a recent software update. By repeatedly asking "why", they were able to identify the root cause and quickly roll back to an earlier stable version of the software, effectively resolving the registry issue.

Example in graphical way

The registration process was delayed.

Why ?

Online system was have a technical problem

Why?

The system crashed

Why?

Due to recent software update

Why?

Didn't update it earlier

Why?
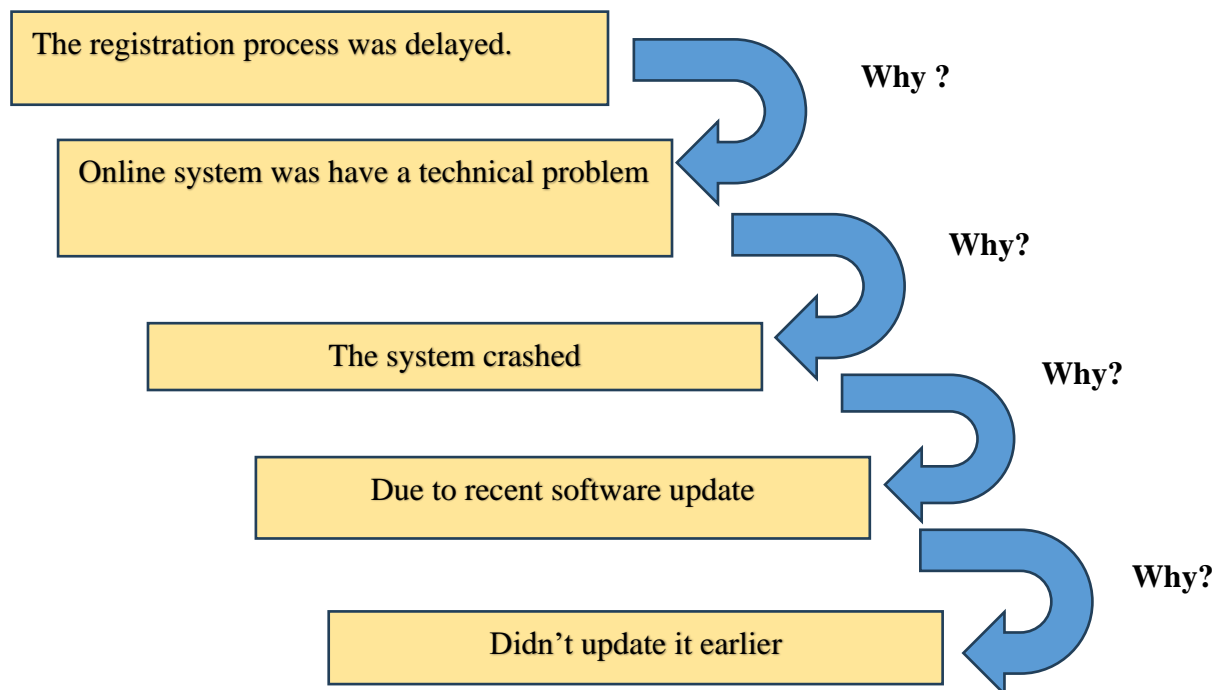
Figure 15 : 5 Whys Method (Developed By Author)

4. Drill Technique in the Lederanza

Drilling Technique, also known as Root Cause Analysis, was used effectively by HND students in an organizational leadership event for Dtec students at Esoft. In this method, the problems and opportunities of the event are systematically analyzed to determine the root causes and possible solutions.

Example:

During this event, active participation in some sessions decreased significantly. To solve this problem, the HND students used the drilling technique to break the problem down into smaller components. They found that the lack of interactive elements and engaging activities in these sessions reduced the interest of the attendees. So, they quickly remedied this by incorporating interactive games and group discussions into the following lessons, which helped Ditec students to increase their engagement and enthusiasm.

Figure 16 : Drill Technique (Developed By Author)

Critical reasoning has been applied to a given solution. & Apply Critical reasoning to The Lideranza

Critical Path Analysis (CPA)

The important tasks required to finish a project must be mapped out as part of the critical path analysis (CPA) project management approach. It involves calculating the time needed to complete each task as well as any relationships between tasks.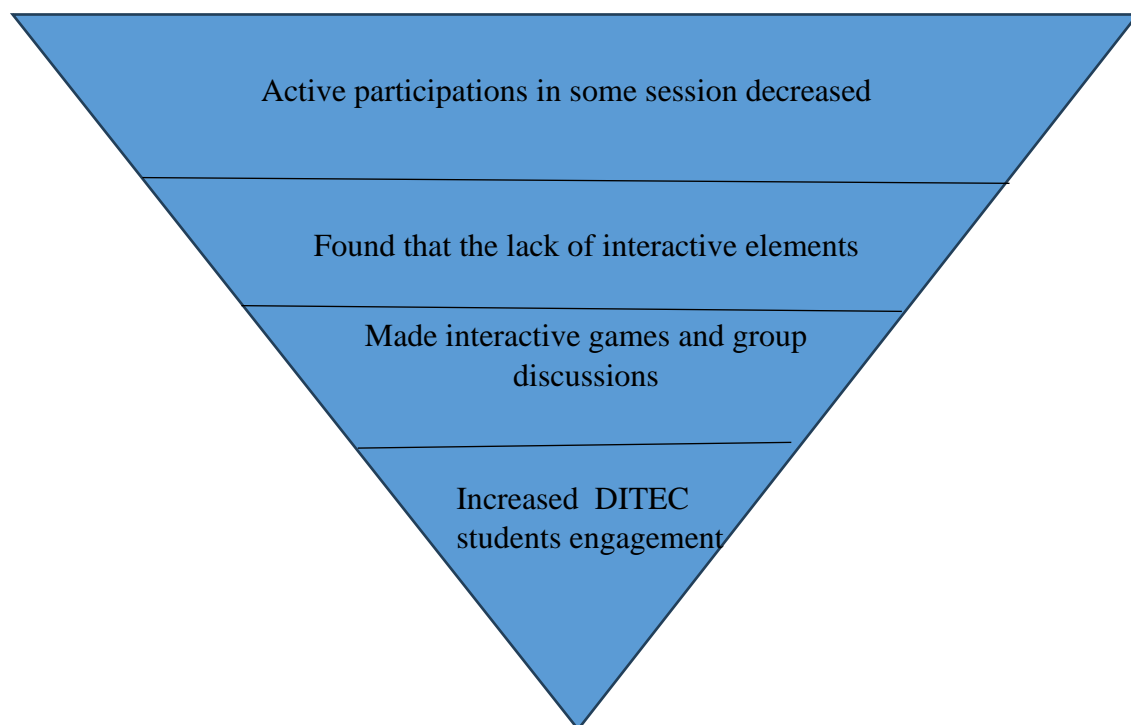 CPA, often referred to as the critical path approach, is a technique used to determine a project's realistic deadline and monitor its progress over time.
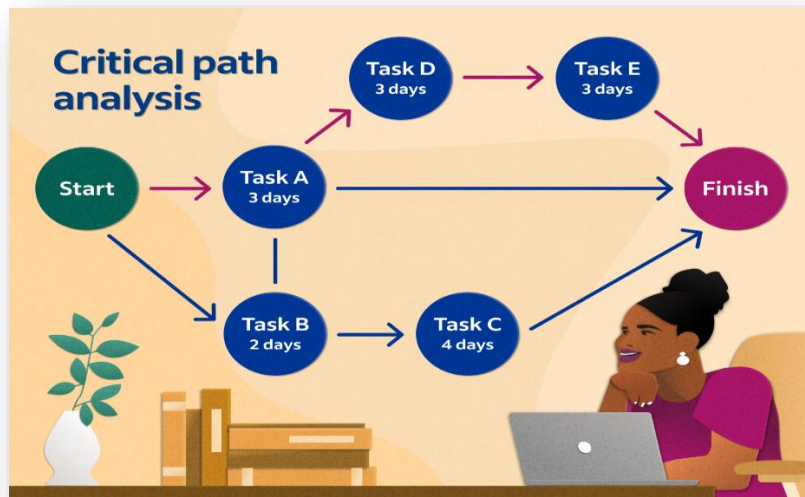
FIGURE 17 : CRITICAL PATH ANALYSIS (www.indeed.com)

Importance of Critical Path Analysis in Project Management

One of the strategies used a lot in project planning is the critical route method. Project managers struggle to keep track of everything since a typical project involves several tasks involving a wide variety of personnel. Certain activities might far too easily become lost in the sea of never-ending tasks and fall behind. These overlooked duties and poor planning can have a significant impact on the project's timeline. A late project will cost money and result

in dissatisfied clients and superiors. In project management, the critical route methodology aids managers in determining two crucial factors. How long the project will take to finish, and which activities are the most important to do before beginning other related work. (Kenton, 2021)

Critical Path Analysis of Authors Team
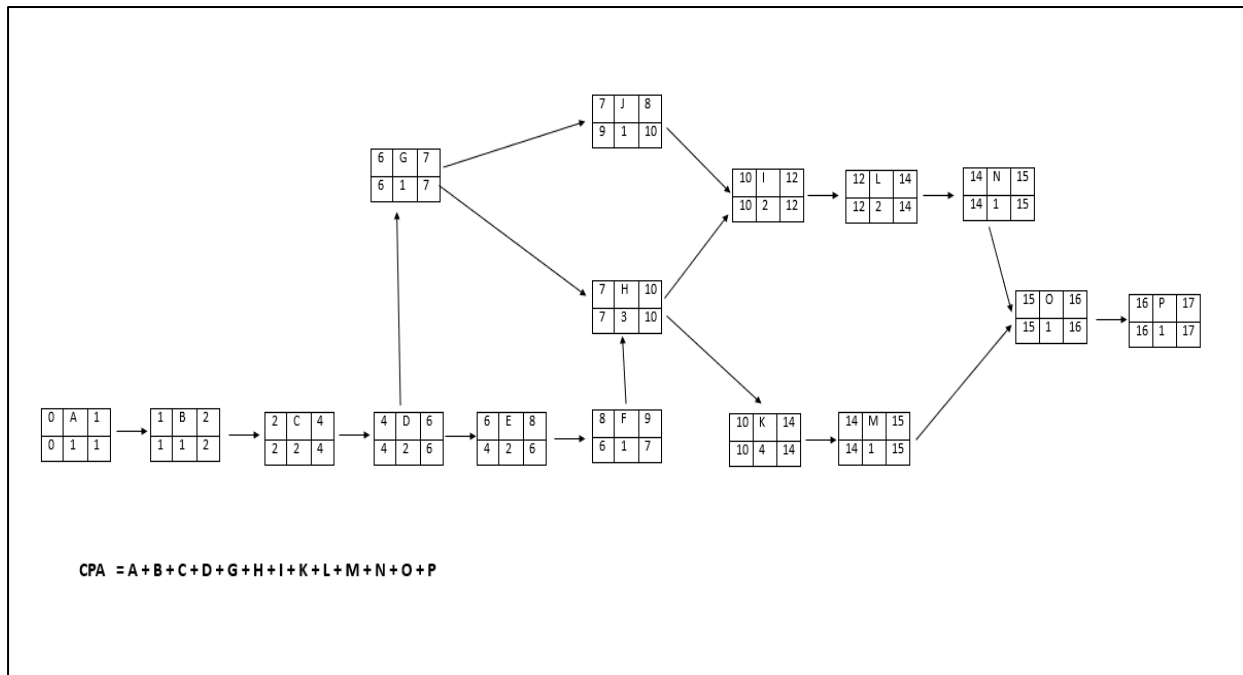
FIGURE 18 : CPA PART 1 OF AUTHOR'S TEAM

In Critical Path Analysis Author used 16 Activities and to identify them author used Alphabet letters .In the First activity named as A is Undertaking Project so our team leader assigned 1 day as duration because it didn't take time. In B activity Kickoff Meeting . In here before starting Kickoff meetings authors teams search about it after that started kickoff meetings so it is a sub activity in an activity it also take one day. In C activity according to the things that talk about in the kickoff meetings authors team members arrange a relevant schedule for that add 2 more days. Then in Activity D should write a the project proposal in here as team members discussed according to the scheduled team leader assigned 2days for this activity. According to the Project proposal then in Activity E Team leader assigned to get permission to do this event for that it also assigned 2 days in F it says the granting the permission so in G them get the approval of project proposal in 1 day .

Then After that in H need to search and select the audience relevant to the project proposal and also need the permission to it from the Esoft. Then in I need to prepare the certificates but it is not need immediately but it assigned 2 days for it. Then prepare the checklist according to the project proposal in one day. Then after that in K need to prepare for the presentation for the

selected audience. Then in L need to make the budget according to the checklist and other things for that assigned 2 days. Then for Rehearsal it assigned 1 day . In N there said that prepare the necessary items for the event according to the budget. Then the result of rehearsal and after preparing the necessary things members can do the Event and it take one day after that in 1 day members can get the Feedbacks from the students of Ditec.

	Activity	Processors	Duration
A	Undertaking Project	-	1
B	Kickoff Meeting	A	1
C	Arrange the relevant schedule	B	2
D	Writing the Project Proposal	C	2
E	Requesting Permission From ESOFT	D	2
F	Granting Permission From ESOFT	E	1
G	Approval of Project Proposal	D	1
H	Searching and Selecting the Target Audience	F , G	3
I	Designing the Certificates	H	2
J	Prepare the Checklist	G	1
K	Prepare the Presentation	H	4
L	Analyzing and making a budget	J , I	2
M	Rehearsal	K , L	1
N	Preparing necessary items for event	L	1
O	Event Day	M , N	1
P	Receiving Feedback	O	1

FIGURE 19 : CPA PART 2 OF AUTHOR'S TEAM

Backup Plans

Component	Backup plans
• When a presenter was absent.	• Assigned 2 of members before the event and that members also practice them.
• Wheather Condition	• If the event day is a rainy day members should also have to ready to do the event in indoor if it is a outdoor event.
• When there is no sound in mics	• To that in authors event members were prepared two mikes.
• When there is a Power Cut in that Time Period	• Then there should have a generator to power supply.
• If the Chief Guest isn't there at the time or delay	• Then as a backup plan have to do a speech or give a idea of the event .
• In the event if a game was delay.	• Then that time it should have do in a short time period.

The importance of team dynamics in the success and/or failure of group work. & Work with a Team to achieve a defined goal.

The meaning of Team .

To fulfill a shared mission or goal, a team is made up of individuals who work together on a variety of interdependent duties. In a large corporation with several teams, careful alignment is necessary. The fundamentals of building understanding and trust will still apply when teams and people join with other teams, but the structure will become more complicated . The usefulness of teams becomes clear when one considers the various interconnections that exist among organizational components and processes as well as how these connections affect quality, productivity, and cost.

Team Dynamics

The broad idea of "team dynamics" refers to how team members interact with one another as well as the psychological processes that underlie these interactions. Because team members' behaviors are interdependent throughout work projects, attitudes, motivation, and cognition that affect how they feel about each other, their team, and team projects arise because of these interactions.

Team members are more likely to feel satisfied and invested in their work when team dynamics are positive because they can accomplish their goals more quickly and effectively. The effectiveness of individuals and teams in achieving goals and finishing tasks increases by more than 50% when a team function well.

These days, a lot of company leaders think that teamwork opens up exciting new business opportunities and fosters innovation within their companies. Improved cost effectiveness, employee retention, and even greater consumer loyalty may result from these advantageous new dynamics.

Key aspects of Team Dynamic

- Communication

For a team to function successfully, communication must be effective. This involves expressing thoughts clearly, actively listening, and offering criticism.

- Trust

Without fear or embarrassment, team members must feel secure and at ease when exchanging ideas and information. Improved ideas and creativity are the result of established trust. In addition to overseeing ensuring that everyone is involved, engaged, and on time, a team leader must concentrate on elements that enhance team dynamics.

- Roles and Responsibilities

Author can ask one of your team members to explain their tasks and roles Would one of authors team members be willing to explain the duties and functions of each other team member, including the team leader? An effective team member understands what is required of them and every other team member when they can do this. Additionally, the authors team members are aware of who to contact run into issues at work, which fosters positive team dynamics.

- Diversity and Inclusion

Having a variety of perspectives and ideas can result in original and creative solutions. Diversity in a cross-functional team concentrates on elements that improve team dynamics. For example, one might combine team members from multiple departments, each with their own viewpoints and abilities

- Accountability

For their work, employees should take accountability. If they perform well, they should be rewarded. It's a good idea to speak with them first, identify the issue, and implement a solution if there are any mistakes or weaknesses.

- Efficiency

How employees collaborate and the outcomes they produce matter more than how much time they spend doing so. It's important to be careful about the working time.

Types of Groups

There are mainly two types of groups . These are known as formal groups and informal groups.

1. Formal Groups

A formal group is a group of people who have come together to work toward a common objective. Every time they are made, it is to satisfy a formal necessity. Group formation is handled by management. It has a structured, hierarchical organization.

The organization's employees are typically separated into groups, and each group is given a task to complete. In this manner, the group's task and organizational objectives are both fulfilled.

2. Informal Groups

Informal groups are ones that naturally arise inside an organization as a result of social and psychological factors. Without the permission of management, employees of the organization form groups on their own to satisfy their social demands at work.

People frequently create a circle about themselves to interact and exchange ideas, emotions, experiences, knowledge, etc. No one desires a solitary existence. At work, we refer to these affiliations as informal groups. Based on the participants' similar preferences, prejudices, contacts, languages, pastimes, and attitudes, these groups are formed.

Group Size

When considering the group size in Authors Event the Lecturer consider that A group must Have maximum 10 members each group. If the Members of a group exceed, then there can be a risk of higher workload stuff then also hard to work all of them in a group.

Team dynamics and in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals.

Tuckman's Theory

In 1965, Bruce Tuckman created this model for the first time. One of the more well-known theories of team development has served as the foundation for several other theories since its inception. From the time a team is formed until the project is finished, Tuckman's theory focuses on how a team approaches a task. To cover the completion of a work, Tuckman later introduced a fifth step, Adjourning and Transforming. Tuckman's theory is especially applicable to team-building exercises since the stages are involved in finishing any activity a team takes on. Now in below the steps of Tuckman's theory will discussed.

- **Forming**

Assembling the team and assigning the work. Team members frequently act autonomously, and despite possible goodwill, they may not know one another well enough to fully rely on them. Planning, information gathering, and bonding take up time. In authors event to divide groups authors lecturer write 6 chits and students were piciking a chit through it then when get a one chit there is a number that is the group number that how the groups were formed.

- **Storming**

Assembling the team and assigning the work. Team members frequently act autonomously, and despite possible goodwill, they may not know one another well enough to fully rely on them. Planning, information gathering, and bonding take up time. The group gets to work on the project by offering suggestions. Different ideas may strive for supremacy, and if this phase is poorly managed, it might be highly damaging to the team. During this period, team relationships will be formed or destroyed, and some may never mend. The team may become caught in the storming phase in unusual circumstances. For the sake of the team, a team that is overly focused on agreement may choose a strategy that is less efficient in accomplishing the goal. This has a unique set of issues. In this stage, a team must have strong facilitative leadership. In Authors group as storming all group members have various kinds of things and suggest lots of things to do and also suggest various kinds of games to do. In this term it is difficult to get into a single idea because of that as a group we gathered all the group members ideas and then we choose the best idea of it.

- **Norming**

The team will transition from the Storming phase into the Norming phase. Teams tend to agree on the principles and norms by which they do their business, which tends to lead to more pleasant working practices. As they acknowledge the crucial contribution made by each team member, teams should ideally start to trust themselves at this phase. At this point, when each team member assumes more responsibility, team leaders might withdraw from the group. In a Authors group as the theory of norming Authors group team leader was assigned every one a role and each member should have to do the work properly at the time also as the rules team leader told us to work on the day and all members should do every work.

- **How Tuckman's Theory used in Lederanza**

Number of participants:

people. In the first stage, the group was formed and tasks were assigned to each member. At this stage, team members often operate independently and, despite their best intentions, may not know each other well enough to trust each other's abilities. The team spends time planning, gathering information, and building relationships among members.

Storming:

In the storming phase, the group members started to work by sharing their ideas. Different perspectives and approaches can compete for dominance, and if not managed well, this phase can be very detrimental to the team. At this stage, group relationships may develop or disintegrate and conflicts may arise. In difficult situations, the team can block the storm phase and prevent progress. At this stage, strong supportive leadership is essential to guide the team toward a constructive resolution of the conflict.

Recovery:

When the team exits the charging phase, it enters the recovery phase. At this stage, the team tends to reach an agreement on the principles and standards that govern their work, which leads to smoother and more cohesive collaboration. Ideally, team members trust each other's contributions and strengths. As trust builds, team leaders can step back and team members can take more individual responsibility in their roles.

During a successful leadership event held by HND students for Dtec students at Esoft, Tuckman's team development theory was used effectively to guide teams through these important steps. During the training phase, teams are carefully assembled and tasks are assigned based on individual strengths and interests. During the attack phase, supportive leadership plays an important role in promoting open communication and constructive conflict resolution. Teams then move into the rebuilding phase, where trust and cooperation develop and team leaders empower members to take on responsibilities.

Belbin's Theory

One of the most extensively used and readily available tools to help team development was created by Meredith Belbin in 1981 after nine years of research. Since the most effective teams are made up of a variety of personalities and personality types, the team roles were created to describe and forecast the future success of management teams. has drawn criticism for what some consider to be an oversimplification and the "pigeonholing" of people. But when utilized intelligently to understand how the team functions and pinpoint the team's strengths and flaws, it may be quite beneficial. In Belbin's theory there are team roles that are Shaper, Implementer, and Completer Finisher are the three action-oriented positions. Co-Ordinator, Team worker, and Resource Investigator are the three people-oriented roles. Plant, Monitor Evaluator, and Specialist are the three intellectual roles

FIGURE 20 : BELBIN'S THEORY

How Authors Team assigned team roles by using Belbin Theory,

Name	Team Role
Chamindu	Coordinator
Adeesha	Team worker
Malindu	Complete finisher
Ranudi	Shaper
Poornima	Resource Investigator Specialist
Kevin	Implementer
Lahiru	Plant
Rashmi	Monitor-Evaluator
Tharushi	Specialist

FIGURE 21 : TEAM ROLES USING BELBIN'S THEORY

- **The Shaper**

Extroverts who are shapers often inspire others to follow their example and accomplish goals. They are vibrant, motivated people who can arouse the team's zeal. Shapers are resilient and tend to flourish under pressure despite whatever difficulties they may encounter.

- **Implementer**

Organizers who enjoy order and structure in their surroundings are known as implementers. Implementers are practical individuals who like turning abstract concepts into detailed plans. Implementers are self-controlled, highly disciplined people who can set aside their own interests in favor of the demands of a group or an organization.

- **Completer-Finisher(CF)**

Completers, also known as Finishers, are reserved people who carry out quality control throughout crucial phases of a project. They frequently have a keen eye for detail, which allows them to check completed work or items for flaws. Since these people aim for perfection, they frequently anticipate the same behavior from those around them. To guarantee that teams deliver high-quality work, organizations require these people.

- **Coordinator(CO)**

Coordinators are responsible people with strong communication and interpersonal abilities. Although they frequently hold managerial roles, their management approaches differ greatly from those of Shapers. Coordinators favor a more democratic management style that encourages open dialogue as opposed to Shapers, who operate by instructions.

- **Team Worker(TW)**

Typically outgoing extroverts with amiable personalities, team workers are. They usually have strong listening skills and are skilled at encouraging a team to work together as a unit. Team Workers are inclined to provide aid if they see that other team members aren't handling their workload well. Due to their high levels of adaptability and versatility, these people can deal with rapid changes and engage with a variety of people in productive ways.

- **Resource Investigator(RI)**

Extroverts with a knack for networking are good resource investigators. They are upbeat, passionate individuals who like learning about and investigating novel prospects. Although they might not always have original ideas of their own, they are adept at borrowing concepts from others and bringing them to their own teams.

- **Plant(PL)**

Plants are free-thinking, imaginative beings who generate unique thoughts and provide inventive solutions to problems. Plants like to operate alone, as is the case with the other two thought-oriented occupations.

- **Monitor-Evaluator(ME)**

Instead of acting on impulse or emotion, Monitor Evaluators focus their judgements on the facts and sound reasoning. They are often serious people who excel at strategic planning and critical thinking and have a great propensity to maintain objectivity.

- **Specialist (SP)**

An individual on the team who possesses specialized knowledge is known as the Specialist. They provide insightful advice when a task calls for their field of specialization since they have in-depth knowledge of a certain niche.

Using Belbin's Theory in the Lederanza

Role	Description
Shaper	Extroverted and dynamic individuals who inspire others to achieve goals and thrive under pressure, driving the team's enthusiasm.
Implementer	Organized individuals who prefer order and structure, turning abstract ideas into concrete plans and staying disciplined and focused.
Completer-Finisher	Reserved team members who excel in quality control, paying attention to detail and ensuring high standards in project completion.
Coordinator	Responsible team members with strong communication skills and a democratic management approach, fostering open dialogue.
Team Worker	Outgoing extroverts with excellent listening skills, adept at promoting team collaboration and offering support to others.
Resource Investigator	Extroverts skilled in networking, exploring novel opportunities, borrowing ideas, and bringing them to the team for consideration.
Plant	Creative thinkers generating unique ideas and innovative solutions, often working independently in the ideation process.
Monitor-Evaluator	Objective individuals who rely on facts and critical thinking to make informed decisions and excel at strategic planning.
Specialist	Team members with specialized knowledge in a specific area, providing valuable insights and expertise when needed.

<u>The importance of CPD and its contribution to own learning.</u>

- **Continuing Professional Development (CPD)**

It is a commitment to lifetime learning to engage in continuing professional development. CPD promotes thinking forward and seeing chances to gain new information, brush up on existing knowledge, sharpen skills, or just stay current with the most recent advancements in a specific profession or business.
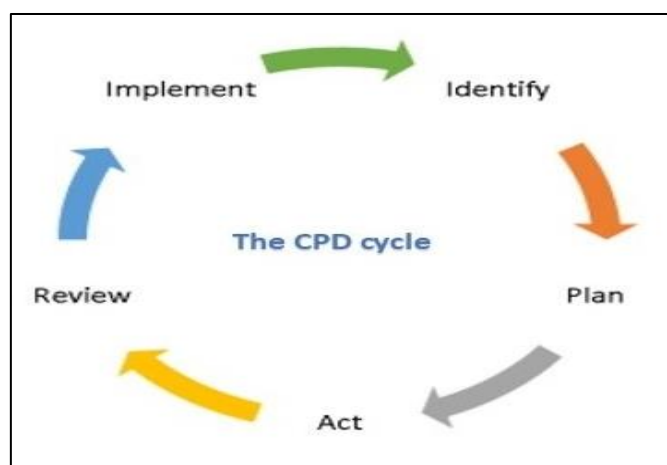

FIGURE 22: CONTINUING PROFESSIONAL DEVELOPMENT CYCLE

CPD performs an essential function in the writer's personal mastering journey, contributing to a non-public and expert boom in the following ways:

Improve current abilities and study new ones:

CPD activities and packages offer treasured possibilities to enhance current abilities and study new ones. Through centered education and seminars, authors can broaden numerous talent unit's tailor-made to enterprise needs, making them extra aggressive within the process market.

Stay Knowledgeable and as much as date :

CPD encourages authors to live knowledgeably approximately the contemporary developments, research, and high-quality practices of their enterprise. By sticking to modern-day trends, authors could make knowledgeable selections and live applicable to their field.

Personal and Career development :

CPD is extra than only a tick list of publications taken; It represents a complete evaluation of the writer's talent. Participating in CPD promotes non-public empowerment, constructing consideration of one's competence and effectiveness. This, in turn, results in advanced overall performance and process satisfaction.

Career development Strategy :

With a well-deliberate CPD strategy, writers can take manage their professional desires and professional boom. By constantly growing their expertise and know-how, they may be higher prepared to capture new possibilities and excel in their selected professional path.

High -quality service guarantee :

CPD guarantees that the expertise and abilities required via way of means of the writer to offer customers and the network with expert providers are maintained and enhanced. This dedication to excellence fosters consideration among clients and colleagues.

Relevancy and Applicability :

By taking part in CPD, authors make sure that their know-how remains modern-day and applicable. This adaptability permits them to successfully navigate enterprise adjustments and challenges, contributing to their long-time period success

- **Importance Of CPD**

It is becoming more and more challenging to overestimate the significance of continual professional development as the world's sectors continue to change. CPD gives people the chance to improve their existing abilities and fill in any knowledge gaps, giving them an advantage in situations when they might need it, like a job interview. CPD can help people stand out in the job market because numerous applicants for certain positions frequently possess comparable essential credentials. Individuals may control their professional progress and objectives by using a planned CPD strategy. The sense of personal empowerment that comes with having professional autonomy may boost self-assurance in one's competence and effectiveness, which immediately translates into better job output. Employees are likely to be more motivated and devoted to a firm, which helps employers as well.

How CPD Helpful to contributing to author's own learning.

- CPD events and programs offer chances to improve and expand already-existing skills or learn new ones.
- Professionals are encouraged by CPD to keep informed on the most recent developments, research, and best practices in their industry.
- It does not serve as a checklist of the author's education.
- More is involved than that Provides a comprehensive look into the author's skill set.
- It makes sure that the information and abilities needed to offer customers and the community a professional service are preserved and enhanced.
- Assures that the author's expertise is up to date and applicable

In summary, CPD is an effective device that permits people to constantly study and development of their expert careers. The author's dedication to CPD makes him aggressive, knowledgeable, and adaptable, which in the long run results in higher process overall performance and general professional success.

A development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for future goals.

- Authors Personal Development plan(PDP)

Name :		Current position:	Date Started:
Ranudi Gayathmie Kariyapperuma		Student	7/8/2023

Career Mission Statement(What you intend to accomplish and why)
To be a Lecturer

Major Career Goals (What you need to accomplish in the medium term to further your mission)

Goal :	Complete Higher National Diploma	**Targeted Date:** 05/09/2023	**Goal :**	Complete top up Degree	**Targeted Date :** 2026 December
Goal :	Complete B.Sc. Hons in Technology Management Degree	**Targeted Date:** 22/01/2026	**Goal :**	To go abroad	**Targeted Date:** 2027 August

Skills Audit

A :I have accomplished this skill / I demonstrate high competence

B :I have this skill / Competency, but some improvements could be made

C :I need to improve this skill/competency

D :I need to put in considerable work to develop the skill/ competency

E : I need to acquire this skill/ develop this competency

Skill / Competency	**RANK**				**Skill / Competency**	**RANK**			
	Now	**6m**	**1yr**	**3yr**		**Now**	**6m**	**1yr**	**3yr**
Problem Solving	D	C	B	A	Active listening	B	A		
Motivation	B	A			Time Management	C	B	A	
Patience	B	A			Leadership Skills	C	B	A	
Research	D	C	B	A	Team Work	B	A		

<u>A professional schedule to support the planning of an event, to include contingencies and justifications of time allocated.</u>

Gantt Chart

The graphical representation of a project schedule that is most frequently used is the Gantt chart. It is a specific kind of bar chart that displays the beginning and ending dates of several project components, including resources, planning, and dependencies. So in authors team members also made a Gantt chart to schedule the activities to do . In the bellow is the Gantt chart that authors team was made.
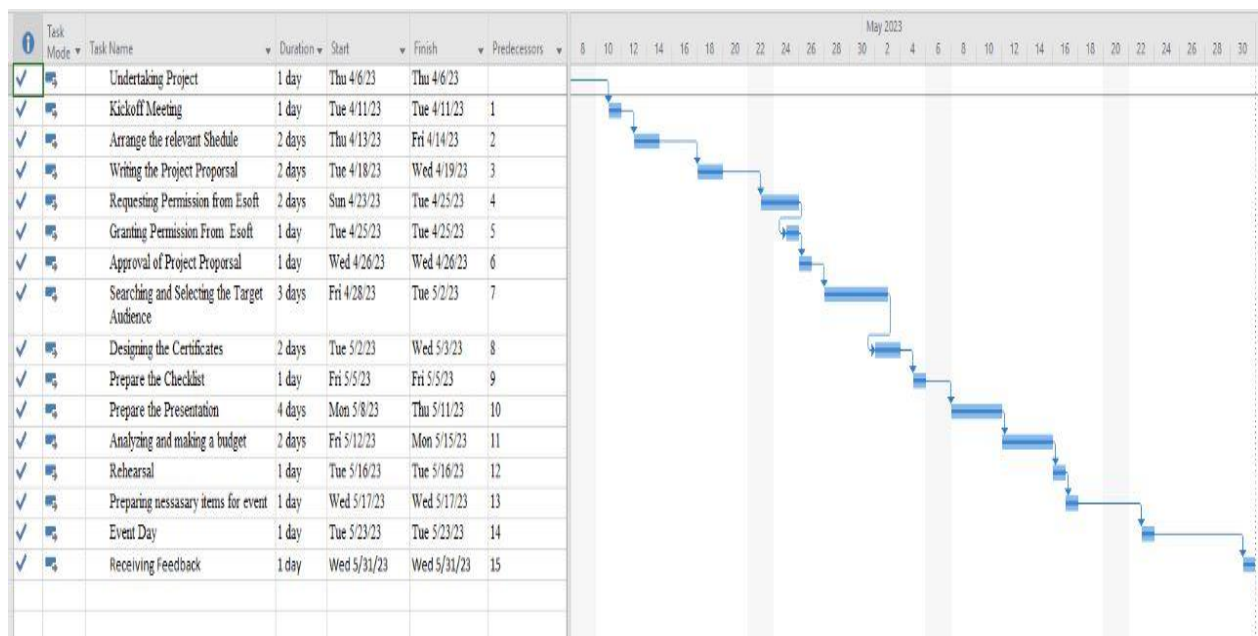
FIGURE 23 : AUTHOR'S TEAMS GANTT CHART

In this Gantt chart blue bars show the time period of each activity, and it also shows how it flows. In Left side there is a column called task name in there can listed each activity. In the second column there can be entered the duration and in other two columns can enter start date of the activity and the finish date of the activity. Using this Gantt chart, it easy to plan the whole event in there and each activity can be scheduled in this.

The use and application of a range of solution methodologies.

A solution method is a particular strategy, methodology, or procedure used to resolve an issue or meet a particular difficulty. It gives the process of addressing problems a systematic framework or series of processes. Solution techniques are intended to assist people or teams in methodically analyzing a challenge, locating viable fixes, and putting the best plan of action into action.

Application of Solution Methodologies.

- Firstly, user should understand the problem.
- Then the problem should have to analyze according to it
- After That define the actual output of the problem.
- Research solutions methodology for the problem
- Collect the resources that needed.
- Select the Most suitable solution Methodology for the Problem
- Apply the selected solution methodology for the problem.
- Look after the progress of It.
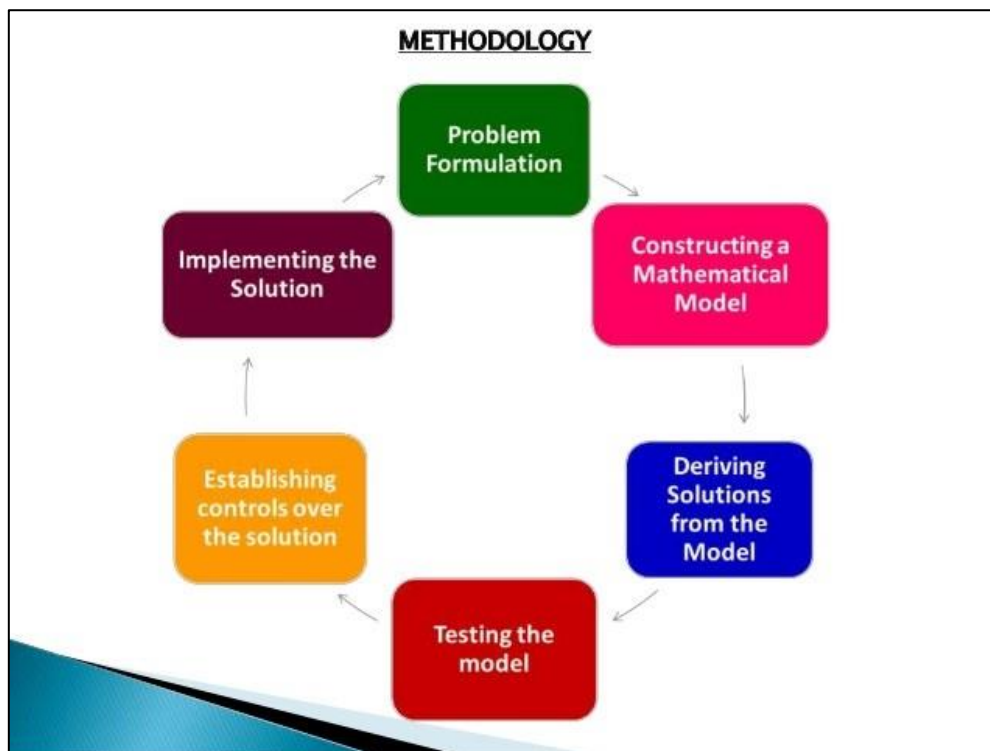- Review and documenting this problem and how it were solve.

FIGURE 24 : SOLUTION METHODOLOGY

<u>Differences between different motivational theories and the impact they can have on performance within the workplace.</u>

Understanding what motivates someone to work for a specific end or goal is the subject of motivation theory. Though it applies to every aspect of society, business, and management stand to gain the most from it. This is true because motivated employees are more productive, and productive employees produce more revenue.

<u>Different Motivational theories</u>

- **Maslow's Hierarchy of Needs**

  This Motivational theory was firstly introduced by Abraham Maslow in 1943. This is 5 tier hierarchical levels with a pyramid model that includes human needs. This hierarchical model flows from bottom to upwards . As it mentioned the basic human needs that included in this hierarchical model are,

  - Physiological needs
  - Safety Needs
  - Love and belonging
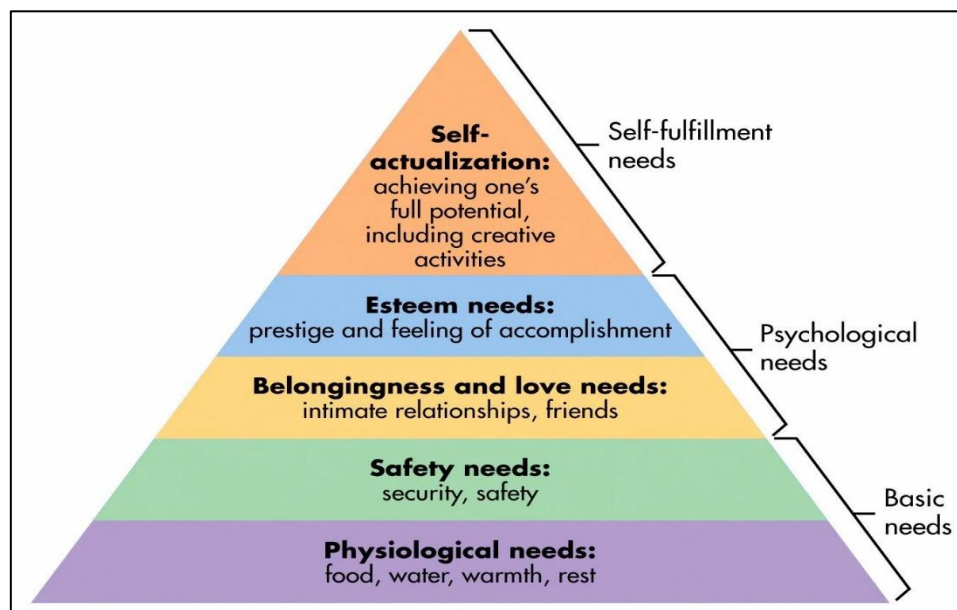 - Esteem
  - Self-actualization

FIGURE 25 : MASLOW'S HIERARCHY OF NEEDS

- **Herzberg's Two Factor Theory of Motivation**

A two-factor theory, often known as the motivator-hygiene theory, was suggested in 1959 by Frederick Herzberg, a psychologist. According to Herzberg, certain employment variables contribute to satisfaction while others shield employees against unhappiness. In This theory the two factors are,

Hygiene Factors

Job characteristics that are important in maintaining motivation at work include those that are related to hygiene. Long-term positive satisfaction is not produced .

Motivational Factors

Herzberg contends that hygiene issues cannot be viewed as motivators. Positive satisfaction is produced by the motivating causes. These elements are part of work by nature. These elements push workers to do excellent work.
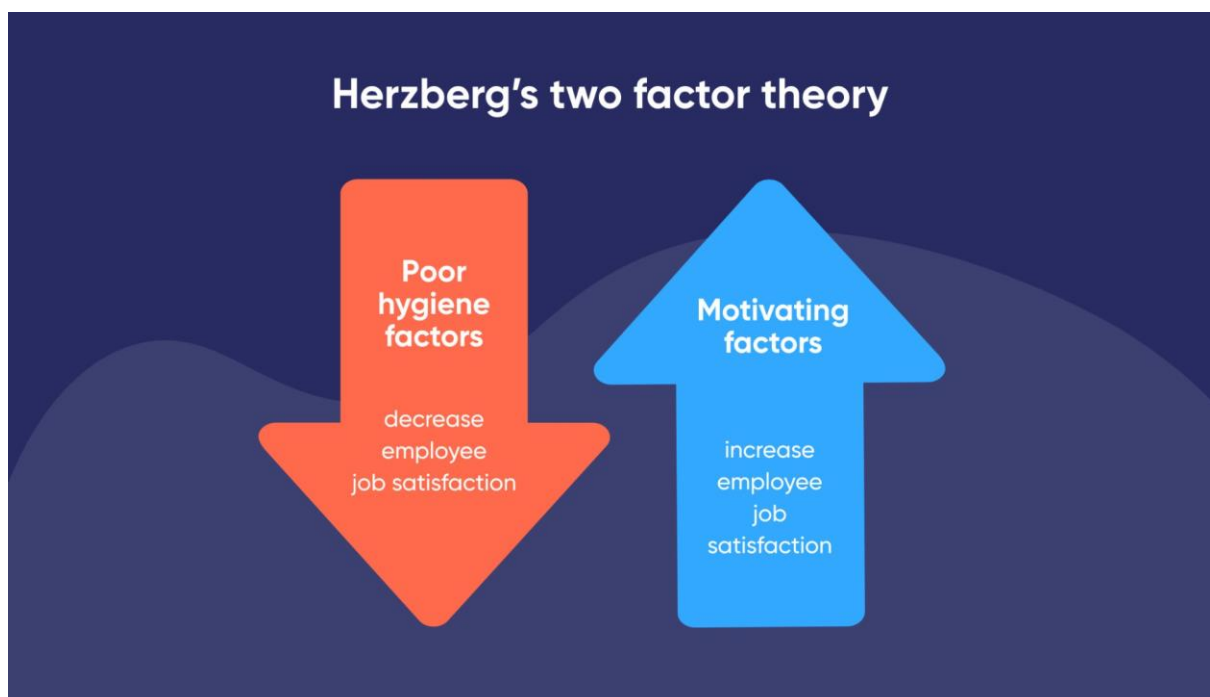

FIGURE 26 : HERZBERG'S TWO FACTOR THEORY

- **McClelland's Theory of Needs**

The three main motivational needs that influence people's conduct at work are the need for power, the need for affiliation, and the need for achievement. These needs are the focus of psychologist David McClelland's theory of needs.

Need for achievement(N-Ach)

Describes the drive to achieve personal goals, the sense of accomplishment that comes from working hard, and the gratification that comes from succeeding on one's own. People who have a strong drive for success are more likely to gravitate toward jobs that are moderately challenging because they allow them to be accountable for their actions and be acknowledged for their achievements.

Need for Affiliation (N-Affi)

This need is centered on the need for social connections, a sense of community, and healthy relationships. Individuals who have a strong need for connection look for harmonious relationships, value collaboration, and place a great value on other people's acceptance.

Need for Power (N-Pow)

This need is centered on the need to direct, lead, and control the actions or results of other people. High-need power individuals are driven by the opportunity to influence and control the behavior of others, love being in positions of leadership, and seek out positions of authority.


FIGURE 27 : MCCLELLAND'S THEORY OF NEEDS

- **Vroom's theory of Expectancy**

The idea behind it is that individuals will seek to minimize suffering and maximize pleasure. In other words, individuals will act in a way that yields the best result or reward. The theory depends on the idea that an employee will be more motivated to achieve a goal should value it more. The contents of this theory are ,

  - Expectancy
  - Instrumentality
  - Valence
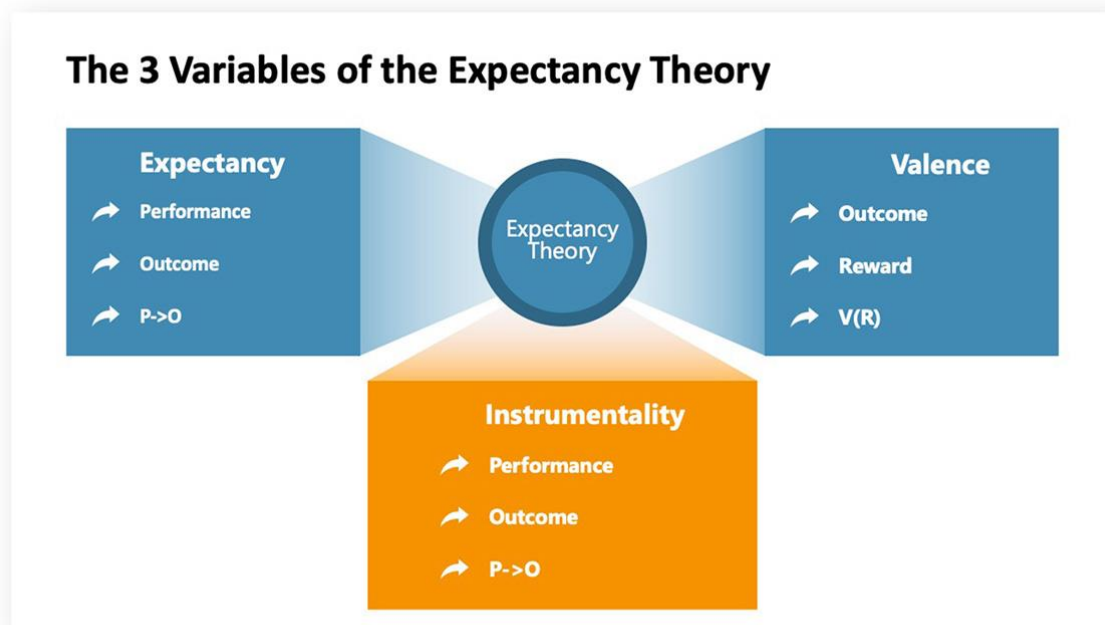
Figure 28 : Vroom's theory of Expectancy

- **McGregor's theory X and theory Y**

This theory was developed by Douglas McGregor. The idea requires managers to have motivational skills. It's important to note that different rewards encourage various types of workers.
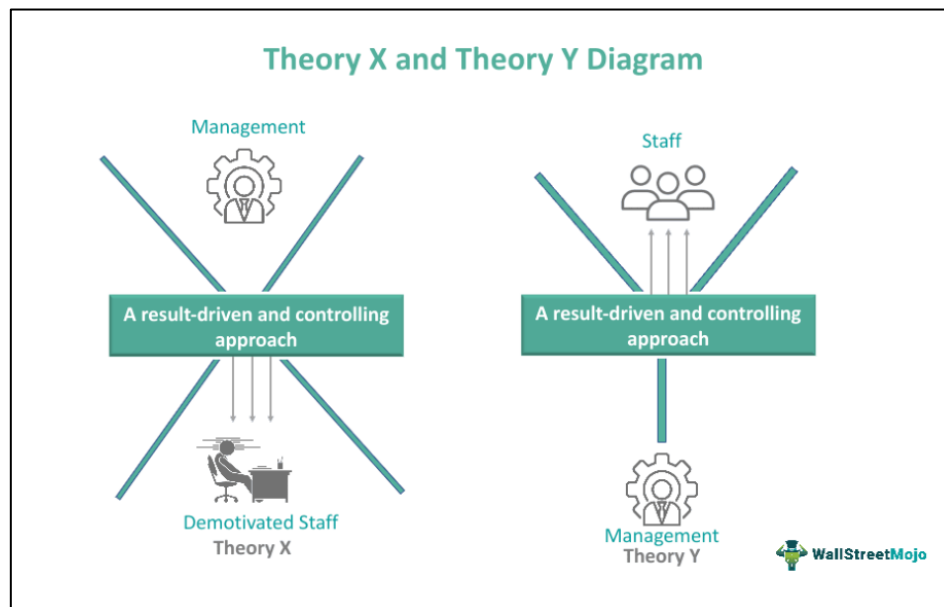

Figure 29 : McGregor's theory X and theory Y

Motivational Theory Comparison

Maslow's Hierarchy of Needs	Herzberg's Two Factor Theory of Motivation	McClelland's Theory of Needs	Vroom's theory of Expectancy	McGregor's theory X and theory Y
Physiological needs				
Safety Needs	Hygiene Factors	Need for Power	Expectancy	X theory
Love and belonging		Need of Affiliation	Instrumentality	
Esteem	Motivational Factors	Need of Achievement	Valence	Y theory
Self-actualization				

Application of Motivational Theories in the Workplace and Lederanza

Motivational Theory	Maslow's Hierarchy of Needs
Application in the Workplace	In the workplace, managers can identify and address the physiological needs of employees by providing them with a safe and comfortable work environment, with breaks and refreshments, and fair pay. Safety needs can be met through appropriate training, clear work assignments, and ensuring a safe work environment. To meet the need to love and belong together, it can be effective to foster a positive work culture, encourage teamwork, and organize team-building activities. For the sake of respect, it is possible to recognize and reward employees for their achievements, create opportunities for development, and recommend promotions.
Application in LederanzaTraining Event	During a leadership training event, moderators can emphasize the importance of meeting employees' basic needs first in order to create a supportive work environment. Participants can participate in group discussions to identify strategies to address these needs within their group. Alternatively, training can focus on developing leadership skills that foster a sense of belonging and create a supportive environment for team members. In addition, participants can learn ways to provide constructive feedback and recognition, thereby helping to build respect among subordinates.

Motivational Theory	Herzberg's Two Factor Theory of Motivation
Application in the Workplace	In the workplace, managers can focus on providing hygiene factors, such as competitive wages, job security, and good working conditions, to prevent employee dissatisfaction. To motivate employees, the focus should be on incorporating motivational factors, such as challenging tasks, growth opportunities, and recognition of achievement. This helps create a positive and satisfying work experience for employees.
Application in Lederanza Training Event	During a leadership training event, moderators can educate participants on the importance of maintaining hygiene factors to avoid losing motivation in their team. Discussions and case studies can be used to emphasize the importance of providing motivational factors to inspire outstanding performance. Role-playing exercises can be used to demonstrate how leaders can effectively recognize and reward team members, thereby fostering a motivating work environment.

Motivational Theory	McClelland's Theory of Needs
Application in the Workplace	In the workplace, managers can assess the individual needs of employees. For those with a need for power, being given leadership and decision-making responsibilities can be motivating. For those who need bonding, creating a collaborative work environment and encouraging group activities can be effective. For employees who need to succeed, offering challenging tasks, opportunities to develop skills, and setting clear performance goals can increase motivation.
Application in Lederanza Training Event	During leadership training, participants can self-assess to identify their priority needs. The coach can then support them to adapt their leadership style and respond to these needs. Role-play scenarios can be used to practice motivating people with different needs and adapt their leadership strategies. Group discussions can encourage participants to share their experiences and best practices for cultivating diverse groups.

Motivational Theory	Vroom's Theory of Expectancy
Application in the Workplace	In the workplace, managers can increase motivation by directly linking rewards to performance. By setting clear performance expectations and ensuring that employees understand the link between effort, performance, and reward (value), motivation can be improved. In addition, managers can create a work environment where employees believe that their efforts will lead to desired results (expectations) and rewards will be distributed fairly (fairness).
Application in Lederanza Training Event	During the leadership training event, participants can engage in activities that demonstrate the importance of aligning rewards with performance. They can explore ways to raise the expectations of their team members by providing the support and resources needed to succeed. Facilitators can also discuss strategies to ensure fairness and transparency in reward distribution, thereby maintaining motivation and trust in groups.

Motivational Theory	McGregor's Theory X and Theory Y
Application in the Workplace	In the workplace, Theory X managers may assume that employees are naturally lazy and need close supervision. In contrast, Theory Y managers believe that employees are motivated and can develop autonomy and responsibility. Understanding these different leadership styles can help managers tailor their approach to employees' attitudes and preferences. Theory Y management can lead to a more positive and motivating work environment.
Application in Lederanza Training Event	Leadership training allows participants to explore Theory X and Theory Y management styles to understand their impact on employee motivation and performance. Case studies and focus groups can be used to analyze situations where both styles are appropriate. Through role-playing exercises, participants can practice using Theory Y management techniques such as delegation and delegation to promote motivational leadership.

The effectiveness and application of interpersonal skills during the design and delivery of Lederanza

When the Authors team was preparing for the event members conducted meetings to find each   person's skills and in order to that then gave the positions to each other to do the event perfectly. In below chart is the Authors team members interpersonal skills and roles that were assigned.

Register No	Name	Interpersonal Skills	Team Role
00104185	Chamindu Kavishka Gunaratne	• Communication • Leadership • Problem solving • Active Listening • Motivation • Responsibility	Team Leader and Presenter
00102601	Adeesha Abeykoon	• Creativity • Teamwork • Active Listening • Flexibility • Communication	Team Member
00104243	Ranudi Gayathmie Kariyapperuma	• Leadership • Active Listening • Responsibility • Creativity • Coordinating	Vice Team Leader
00150025	Malindu Baddegama	• Selflessness • Teamwork	Team Member

		• Coordinating • Problem solving	
00132440	Poornima Rasini Jayarathna	• Teamwork • Flexibility • Active Listening • Dependability	Team Member
00131382	Sivachandrasekara Raja Kevin Gimsara Prisley	• Coordinating • Teamwork • Creativity • Communication	Secretary
102555	Lahiru Prakash Sandaruwan	• Teamwork • Trust Honesty • Responsibility • Flexibility	Team Member

A critical evaluation of Authors owns role and contribution to a group scenario.

In Authors Team the author was the Vice team leader in the Team and as mentioned when if the leader unable to do something the author was able to do that kind of stuff. As a Vice leader author look after every members work stuff and if there any problems Author solve the problems or author will give it to the team leader to looked after that and also when discussed about the planning event author and the Team leader was listening to the other members that when asked about what kind of game that the team had to choose so as a team authors team was very friendly and always helpful to others .

Author also gives information's to others if the other members unable to join to meeting . Also, if any member needs a help to find information of the event or questions about it author will give the all information that needed every time and authors team had a WhatsApp group so author will always update all the information through the WhatsApp if the leader unable to do them.

Also, when preparing the game for the event author collects the needed items .For an example authors group was chosen the Tower challenge game for that needed newspapers so the Author and the other members also found newspapers and author divided the newspapers and other stuff into six groups and after that author give separately to the lecturer before the event .

So as a team member or vice leader author also didn't know how to evaluate authors works. To evaluate the role of own author used several methods to evaluate own role . First step to find self-reflection. It means that author should find the strengths and weaknesses of own . so, as the findings authors strengths were good leadership, positive thinking and the weakness were afraid of public speaking. So, to avoid weakness author practice hard to avoid the afraid of public speaking . Also, in self-reflection author found about the past projects and get and idea about the project and told the team leader and team about it and as a team we did a different game and did the event differently.

So, the second step the author used is seek feedback. To find the seek feedback author ask the team members and the team leader to give the honest feed back of authors. At that time the team members were support to that and give the honest answer and the team leader said that the authors work is very quick and do them perfectly. Then the third step is that to set clear objectives to do that author was set to a role of called problem solving and manage the team work . As the vice leader of the team author was solve problems that came to the group such

as when a team leader unable to do the work always author look after them and when the lecturer told us to give the items to do the game that day some of team members and the team leader were not there so to fix that problem author at the end of the day give the items to the lecturer. So it is very hard to do the role of problem solving and also the other role is to manage the team work in that time author look after the members problems and the work of them and manage them perfectly.

Fourth step is to develop the communication skills . As a team member author always do the things author always ask the ideas about the plan from team members and the team leader and listen to there ideas. It is very import to connect with each other good communication will always give good benefits .

The last step is to look after the authors contribution to the team. So always author look the team work and look the things that didn't done to the team and do them to do a perfect event.

As the conclusion it was very effective to do such an event it also developed authors and team members interpersonal skills.

Methods of evaluate Authors own role.

- Self-Assessment

In self-assessment the author can evaluate own role. To do that, the author should identify the performance , contributions,strengths, weakness and areas that should improve of the author. In self Assement there are also two categories known as self-reflection and SWOT analysis.

- Peers Reviews

Firstly, in peer review user should get the feedback from the team members of own then ask about the strength ,weakness and contributions of user's role . so, as an example in authors team author also asked about the authors strengths and weakness so the team members also told about it. The use of this method is that author can know about the blind spots and know what are the improvement that should be done .

- Surveys

The author used several kinds of self-assessment surveys to evaluate own role and contributions that author gave to the group. As examples the surveys that author used are structured feedback , Anonymous responses, Multiple Perspectives like wise. Use of these method is that author will know the quantity of authors self-assessment .

- Skill Audit

A skill audit is a thorough evaluation of the user's abilities, knowledge, and skills in a certain field or profession. In this method Author takes the skill list of own and then rate it proficiency in each skill like 1 to 5 . then collect the feedbacks from the team members and after that compare them .Then author identified the strengths and the weakness. After identified that author set the goals to them and plan.

- Checklist Scale

An easy tool to evaluate specific responsibilities, procedures, or requirements that apply to your position. As an example, Author creates a checklist with specific tasks that essential for the authors role. After that go through the checklist and use a scale and then give yes or no in the scale . after that then author look the scale and identified that what should improve.

These are the main methods author used to evaluate own role.

<u>A range of evidence criteria that is used as a measure for effective CPD.</u>
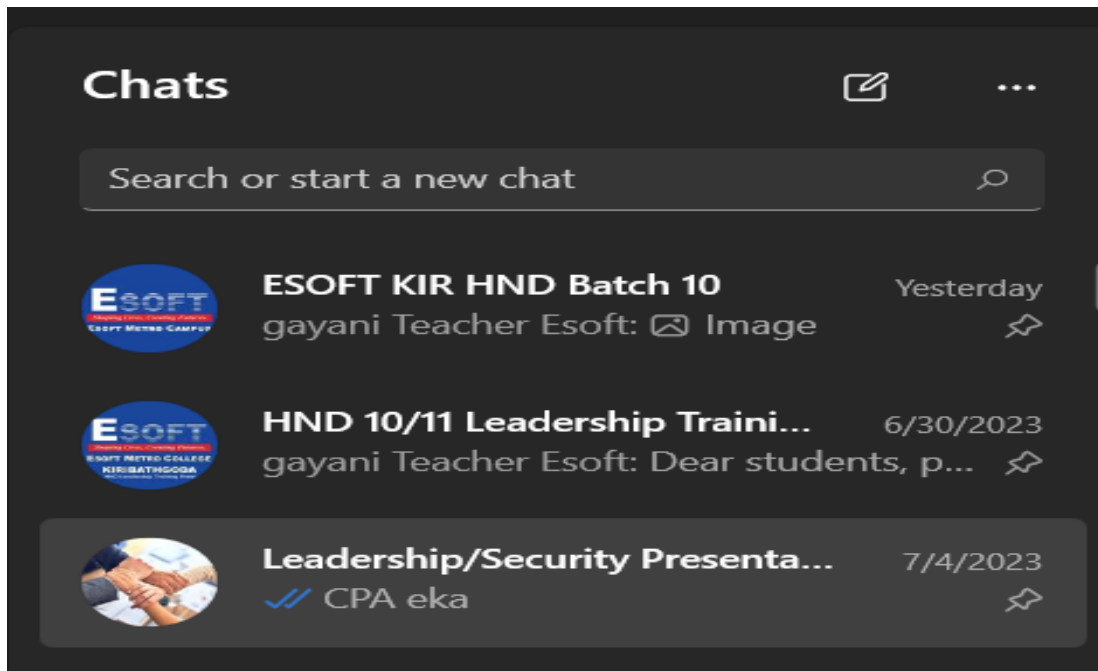
FIGURE 30: WHATSAPP GROUPS THAT USED FOR THE EVENT PLANNING
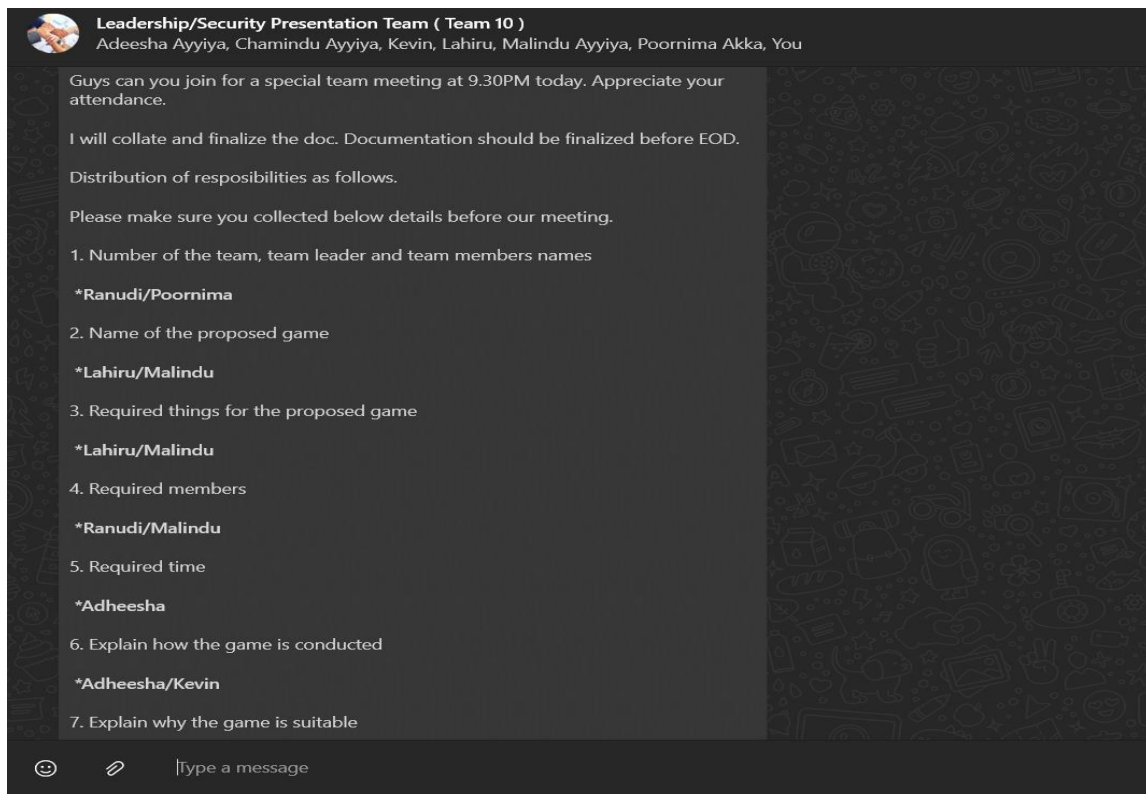
FIGURE 31 : THE AUTHORS TEAMS WHATSAPP GROUP
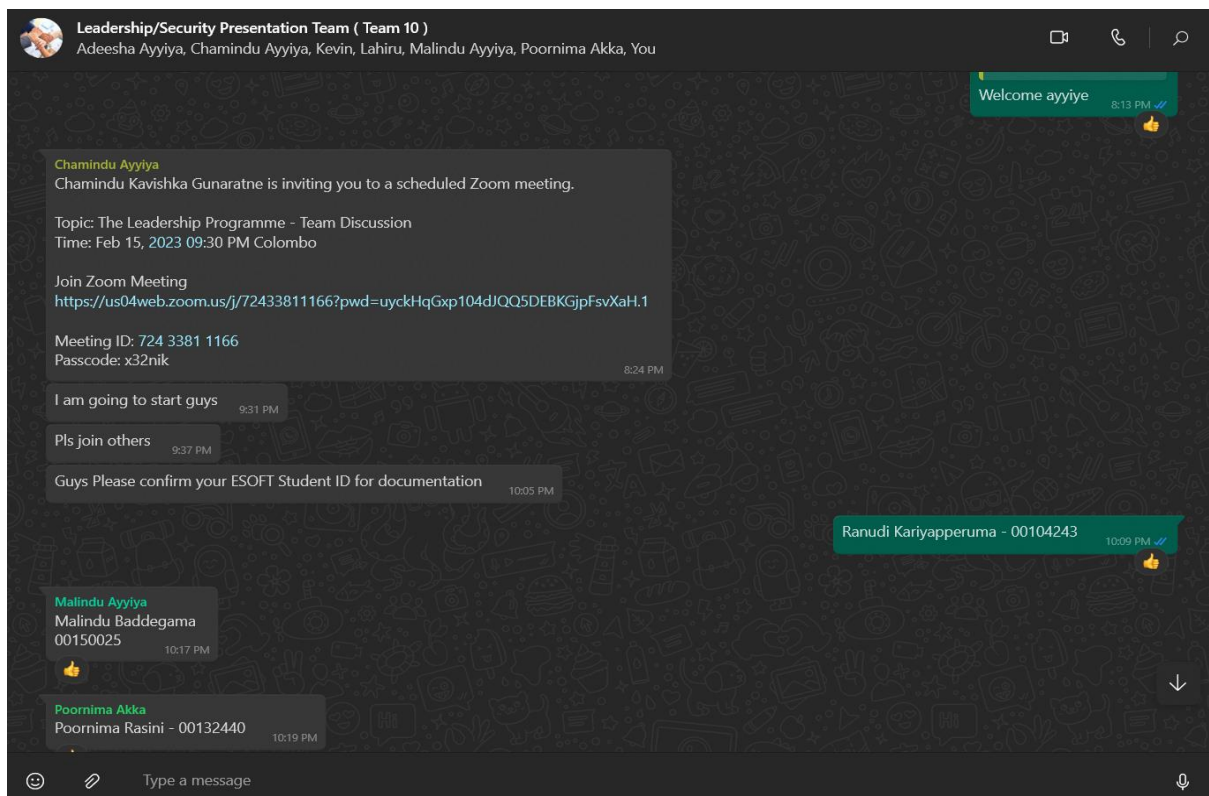
FIGURE 32 : AUTHORS TEAMS ZOOM MEETINGS
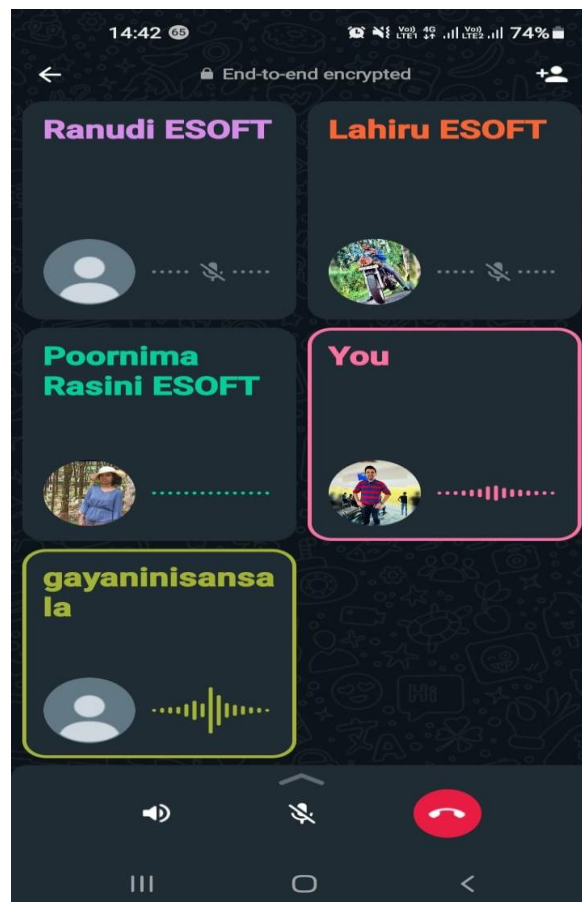
FIGURE 33: AUTHORS TEAMS MEETINGS

HND Batch 10,
ESOFT Metro Collage,
Kiribathgoda.

28th of February 2023

The Lecturer in Charge,
ESOFT Metro Collage,
Kiribathgoda.

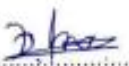Dear Madam,

REQUESTING PERMISSION TO ORGANIZE A LEADERSHIP – TRAINING EVENT

With due respect, students of ESOFT HND Batch 10/11 are organizing a Leadership-training program in order to achieve the requirements of Professional Practice Module Assignment.

This will also be a great opportunity to share our Leadership and soft-skills and educate and enrich one's life and at the same time develop professional skills, which are essential for effective employment and to manage our own personal and professional developments.

For the above-mentioned purpose, we need your permission and support to organize this program in a hassle free manner.

Thank you

Yours truly,

....
Mr. Arith Nagasena
HND Batch 10/11 Student
(President of the committee)
ESOFT Metro Collage,
Kiribathgoda.

....
B.A.G.N Balasuriya
Lecturer (In charge for HND Event)
ESOFT Metro Collage,
Kiribathgoda.

FIGURE 34 : EVENT PERMISSION LETTER 1

HND Batch 10,
ESOFT Metro Collage,
Kiribathgoda.

28th February 2023

The Director,
ESOFT Metro Collage,
Kiribathgoda.

Dear Sir,

REQUESTING PERMISSION TO ORGANIZE A LEADERSHIP –TRAINING EVENT

With due respect, students of ESOFT HND Batch 10 are organizing a knowledge sharing program, to achieve the requirements of Professional Practices Module Assignment.

We are writing to request permission to organize this Leadership –training program, which is organized to achieve our aims and objectives and this will be the opportunity to exchange soft-skills and develop professional skills, which is essential for effective employment and to manage our own personal and professional developments.

HND Batch 10/11 students understand that the ESOFT Metro Collage, Kiribathgoda has no liability over the program we carry out and we also understand that success of the program depends entirely on the team work of the team and if the lecturer-in-charge or management found any disputes among the activities we organize, the entire event will be cancelled and we have to do another new program from the beginning.

Your approval to conduct this event will be greatly appreciated.

Thank you
Yours truly,

Mr. Arith Nagasena
(President of the committee)

The above-mentioned request is approved with conditions noted above and with the understanding that full credit will be given to the source.

Director
ESOFT Metro Collage
Kiribathgoda

O. Kosala Ovitigala
Branch Director
ESOFT METRO COLLEGE
KIRIBATHGODA.

28/02/23
Date

FIGURE 35 : EVENT PERMISSION LETTER 2

ESOFT - HND 10 | Leadership Training Event - Team 10

Team 10 - Total 07 members

Team Leader

Chamindu Kavishka Gunaratne (00104185)

Team Members

1. Chamindu Kavishka Gunaratne (00104185)
2. Adeesha Abeykoon (00102601)
3. Ranudi Gayathmie Kariyapperuma (00104243)
4. Malindu Baddegama (00150025)
5. Poornima Rasini Jayarathna (00132440)
6. Sivachandrasekara Raja Kevin Gimsara Prisley (00131382)
7. Lahiru Prakash Sandaruwan (102555)

Name of the Proposed game

Paper Tower challenge

Required things for the proposed game

Old newspapers, Scissor, Cello Tapes

Required members

The participation team should be more than 3 and less than 6

Required time

3 Minute for each person

Total team can spend 15 minutes on the game.

Game Plan (How the game is conducted?)

1. Collect as many newspapers as possible in advance and separate them into equal piles. If you know how many people will be there, create 1 pile for each team you will have, but if you don't know the group size just create equal piles of newspapers with some left over as spares.

2. Divide the main group up into teams. Ideal size for each team is between 3 – 5 people. If you are doing this as a team-building exercise, you might consider larger teams to promote healthy communication and interactions, otherwise 4 should be your maximum group size.

3. Give each group an equal pile of newspaper and a roll of tape. Ensure that you have some spare newspapers in case one team ends up needing them for any reason.

4. Prepare your stopwatch. On your signal, all teams should go to their newspaper piles and begin working. The goal of the game is to build the largest tower out of only

ESOFT Leadership Training Event - HND 10 - Team 10

FIGURE 36 : AUTHORS TEAM PROJECT PROPOSAL 1

newspapers. Teams can use any sort of design methods they would like as long as only the newspaper is being used and no assistance is given by glue, staples, or anything else.

5. Once the designated amount of time expires, all teams must immediately stop working on their towers – and hope they stay up! Go around and inspect the towers, being sure to measure each tower to find out which one is the tallest of them all. Also check that only newspaper was used with no other supplies. Any tower that falls over before its height is judged cannot be repaired or built again.

6. The winner of this game is the team that successfully builds the tallest tower using only newspaper and tape. Any tower design is acceptable as well as any building method, as long as the teams are only using the provided supplies of newspaper.

Why this game is suitable for Leadership development/training event?

This game develops team members team work as well as attitude within the team. Leadership games and activities for skill development can increase engagement and learning outcomes for supervisors, mentors, managers, team leads and project leads. When you play fun leadership exercises, you are more likely to learn and retain leadership skills. Playing leadership games and activities also helps you form bonds with your colleagues and other professionals that will help you work.

Thank You!

ESOFT Leadership Training Event - HND 10 - Team 10

FIGURE 37 : AUTHORS TEAM PROJECT PROPOSAL 2

Budget Report Of The Lederanza

Event Day 28 July 2023			
Total in hand	277200		
Total Due	128700		
Amount recieved	277200		
Number of Payments	69		

Expenses	Amount	Advanced Amount	DUE
Refreshments (70)	18,500	9000	0
T-shirt (67)	120600	120600	0
Decoration Items	2500		0
Gifts	3720	0	0
Certificates &OtherPrints	3500	3500	0
diliver and other	5,000		
Total	153,820	133100	All Payed

Figure 38 : Budget report

Lederanza photos

FIGURE 39 : PREPARING THE EVENT

FIGURE 40 : TIE A COLOUR RIBBON TO DEFINE THE GROUPS FOR EACH STUDENT

FIGURE 41 : BEFORE THE EVENT

FIGURE 42 : THE BEGINNING OF THE EVENT

FIGURE 43 : PRESENTATIONS

FIGURE 44 : PAPER TOWER CHALLENGE

FIGURE 45 : SKETCH PEN GAME

FIGURE 46 : BALLON HUB GAME

FIGURE 47 : FEEDBACKS ABOUT THE EVENT 1

02.Email Address

11 responses

divyanjana426@gmail.com

321teshan@gmail.com

juthpala11@gmail.com

sathyanasmile@gmail.com

Salindaheshan2003@gmail.com

anjaleesilva6@gmail.com

Judeoswald5@gmail.com

chamudiimalsha04@gmail.com

Gishanisavindya43@gmail.com

nipunibhanavi19@gmail.com

Avishkasupun09@email.com

FIGURE 48 : FEEDBACKS ABOUT THE EVENT 2

03.Batch Number & Student Registration Number

11 responses

DiTEC-173 00181327

Di-tec 173. 0188365

Batch no - DiTec 173 , Reg no - 00185542

DITEC 173 - 00187988

Ditec173

DiTEC-173 / Reg no: 00185564

DiTEC 173 & 00191328

DiTEC-173/ Reg No- 00185176

DiTEC-173(00188163)

Ditec173 00174410

00189748

04.Educational Status

11 responses

☐ Copy

- ● O/L
- ● After O/L
- ● A/L
- ● After A/L

100%

FIGURE 49 : FEEDBACKS ABOUT THE EVENT 3

05.How considerably have your interpersonal skills improved since attending our event?
(Here,the rating should do from 1, the lowest rating,to 5, the highest rating.)
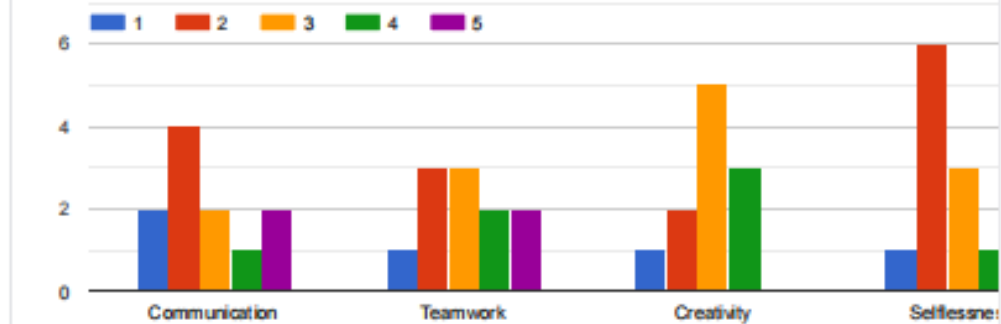
06.How satisfied were you with the event?
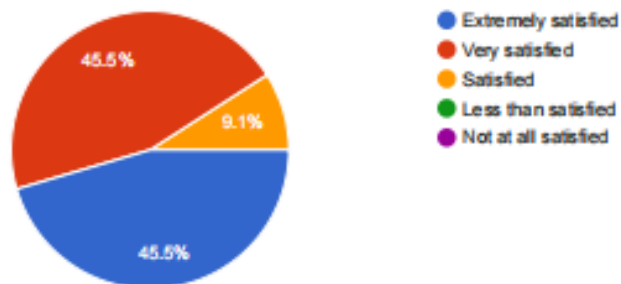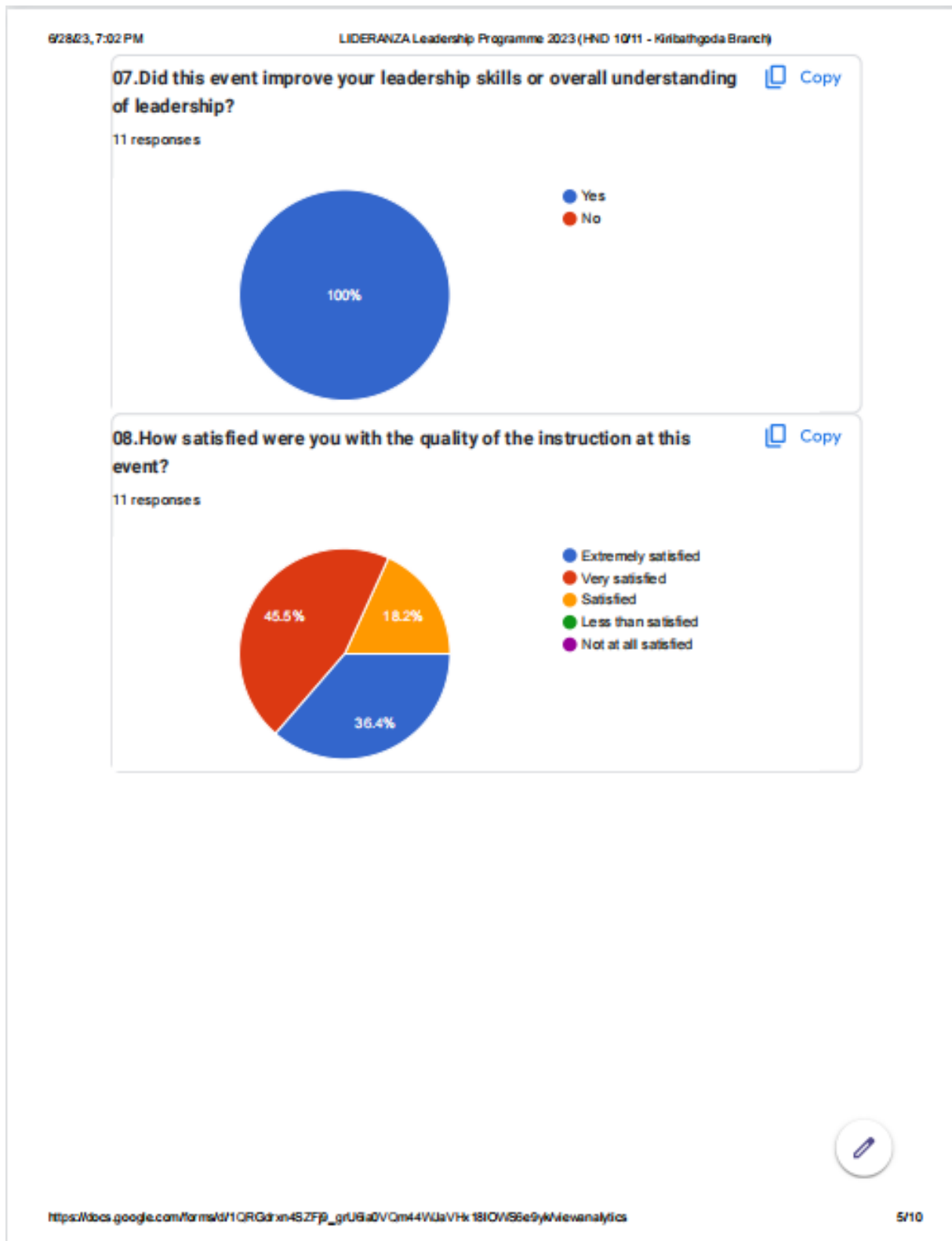
11 responses

FIGURE 50 : FEEDBACKS ABOUT THE EVENT 4

07.Did this event improve your leadership skills or overall understanding of leadership?   Copy

11 responses

● Yes
● No

100%

08.How satisfied were you with the quality of the instruction at this event?   Copy

11 responses

● Extremely satisfied
● Very satisfied
● Satisfied
● Less than satisfied
● Not at all satisfied

45.5%   18.2%

36.4%

FIGURE 51 : FEEDBACKS ABOUT THE EVENT 5

09. What are the favourite moments or experiences during this workshop?

11 responses

Building a paper tower out of newspapers with the team was the favorite moment throughout the workshop

I got lot of experiences in this event and I think improve my leadership skills after attend this event iwa really enjoyed it .

Presentation . Because I got many things from it.

Creating the paper tower

At the sports events

We could play games on that day and we were able to win a game.So that's the moment which I was satisfied . Because we worked like a team and that's why we won the game.

games

game

My favorite moments is game times

Gaming events

Good evant

FIGURE 52 : FEEDBACKS ABOUT THE EVENT 6

10. What you enjoyed the most about the presentation done?

11 responses

Being taught how to improve interpersonal skills

I enjoyed all presentations

Games

Probably the the picture based stories

I enjoyed the presentation by looking slides

Many presentations were presented. They presented cartoons about leadership I like it.

Games

yes

Team working presentation

Cartoon

Most enjoyed

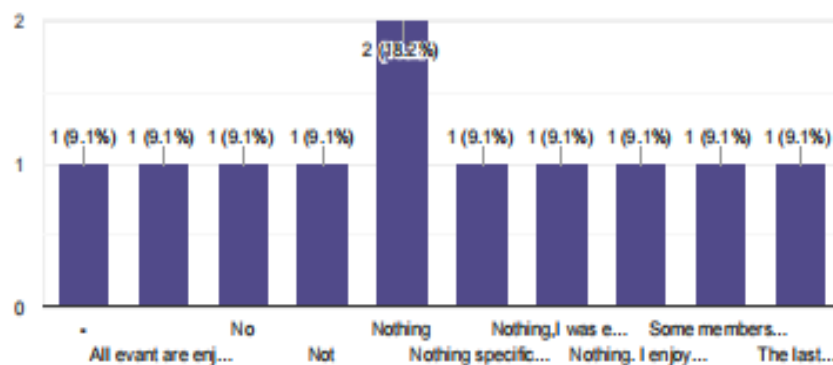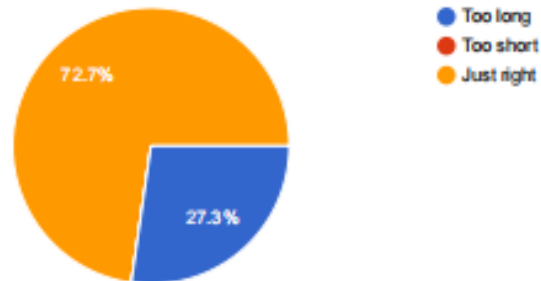## 11. What, if anything, did you not enjoy?

Copy

11 responses

FIGURE 53 : FEEDBACKS ABOUT THE EVENT 7

12. Was the length of the presentation...   Copy

11 responses

- Too long
- Too short
- Just right

72.7%

27.3%

13. Did the games which are conducted improve your understanding of the leadership?   Copy

11 responses

- Yes
- No

100%

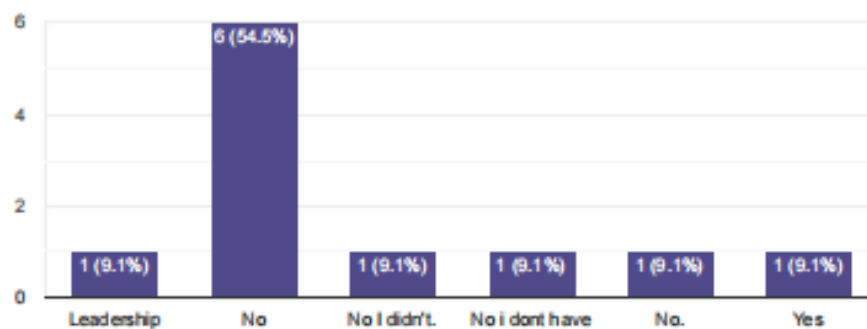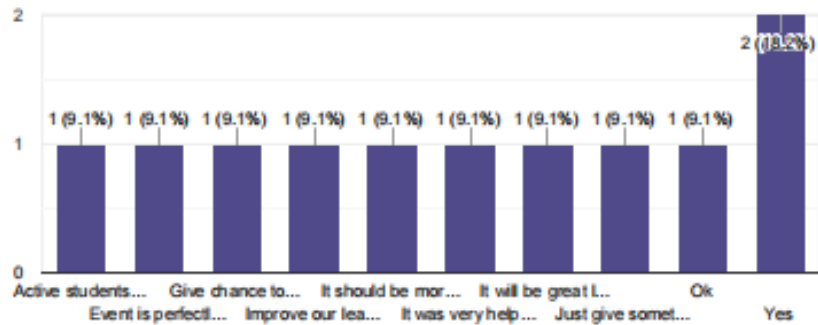**14. Did you have any outstanding questions about the topic after this presentation?**   Copy

11 responses

	Leadership	No	No I didn't.	No i dont have	No.	Yes
	1 (9.1%)	6 (54.5%)	1 (9.1%)	1 (9.1%)	1 (9.1%)	1 (9.1%)

FIGURE 54 : FEEDBACKS ABOUT THE EVENT 8

15. How could we improve this workshop for future audiences?   📋 Copy

11 responses

16. What types of workshops would you like to see from us in the future?

11 responses

AI related, Aerospace related and Cyberspace related workshops

I expected lot of events organising for us and improve our skills .

I hope to a workshop which is conducted by professional leader from you.

Career guidance workshop would be nice

It should be exactly like last one

If you can give some knowledge with games or activities that will be great.

Leadership workshop

Yes

Thinking Workshops

Manage time and be organized

Ok

FIGURE 55: FEEDBACKS ABOUT THE EVENT 9

LIDERANZA Leadership Programme 2023 (HND 10/11 - Kiribathgoda Branch)

Feedback Form

01.Name *

S.V.W.M Yoshana Divyanjana Ranaweera

02.Email Address *

divyanjana426@gmail.com

03.Batch Number & Student Registration Number *

DiTEC-173   00181327

04.Educational Status *

○ O/L

○ After O/L

○ A/L

◉ After A/L

FIGURE 56 : FEEDBACKS ABOUT THE EVENT 10

05. How considerably have your interpersonal skills improved since attending our event? *

(Here, the rating should do from 1, the lowest rating, to 5, the highest rating.)

	1	2	3	4	5
Communication			●		
Teamwork				●	
Creativity			●		
Selflessness			●		
Leadership			●		
Coordinating			●		
Trust & Honesty				●	
Responsibility				●	
Active Listening				●	
Problem Solving				●	
Mortivation				●	
Dependability			●		
Flexibility				●	
Compassion & Empathy					●

FIGURE 57 : FEEDBACKS ABOUT THE EVENT 11

Empathy

06.How satisfied were you with the event? *

○ Extremely satisfied

◉ Very satisfied

○ Satisfied

○ Less than satisfied

○ Not at all satisfied

07.Did this event improve your leadership skills or overall understanding of leadership? *

◉ Yes

○ No

08.How satisfied were you with the quality of the instruction at this event? *

○ Extremely satisfied

◉ Very satisfied

○ Satisfied

○ Less than satisfied

○ Not at all satisfied

FIGURE 58 : FEEDBACKS ABOUT THE EVENT 12

09.What are the favourite moments or experiences during this workshop? *

Building a paper tower out of newspapers with the team was the favorite moment throughout the workshop

10.What you enjoyed the most about the presentation done? *

Being taught how to improve interpersonal skills

11.What, if anything, did you not enjoy? *

Nothing specific to be mentioned

12.Was the length of the presentation... *

⊙ Too long

⊙ Too short

⦿ Just right

13.Did the games which are conducted improve your understanding of the leadership? *

⦿ Yes

⊙ No

14.Did you have any outstanding questions about the topic after this presentation? *

No

FIGURE 59 : FEEDBACKS ABOUT THE EVENT 13

15.How could we improve this workshop for future audiences? *

Just give something they wouldn't expect but still extremely pleasing

16.What types of workshops would you like to see from us in the future? *

AI related, Aerospace related and Cyberspace related workshops

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Google Forms

FIGURE 60 : FEEDBACKS ABOUT THE EVENT 14

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Grading Rubric

Grading Criteria	Achieved	Feedback
LO1 Demonstrate a range of interpersonal and transferable communication skills to a target audience.		
P1 Demonstrate, using different communication styles and formats, that you can effectively design and deliver a training event for a given target audience.		
P2 Demonstrate that you have used effective time management skills in planning an event.		
M1 Design a professional schedule to support the planning of an event, to include contingencies and justifications of time allocated.		
D1 Evaluate the effectiveness and application of interpersonal skills during the design and delivery of a training event.		

LO2 Apply critical reasoning and thinking to a range of problem-solving scenarios.		
P3 Demonstrate the use of different problem-solving techniques in the design and delivery of an event.		
P4 Demonstrate that critical reasoning has been applied to a given solution.		
M2 Research the use of different problem-solving techniques used in the design and delivery of an event.		
M3 Justify the use and application of a range of solution methodologies.		
D2 Critique the process of applying critical reasoning to a given task/activity or event.		

LO3 Discuss the importance and dynamics of working within a team and the impact of team working in different environments.		
P5 Discuss the importance of team dynamics in the success and/or failure of group work.		
P6 Work within a team to achieve a defined goal.		
M4 Analyse team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals.		
D3 Provide a critical evaluation of your own role and contribution to a group scenario.		
LO4 Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher-level learning.		

P7 Discuss the importance of CPD and its contribution to own learning.		
P8 Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals.		
M5 Compare and contrast different motivational theories and the impact they can have on performance within the workplace.		
D4 Evaluate a range of evidence criteria that is used as a measure for effective CPD.		