

PATHWAY PROJECT 1: EMPL4013

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INTRODUCTION

Firstly, in this essay I will talk about my role in the group presentation related to the topic: Leadership and Entrepreneurship in LIDL. We were asked to make a PowerPoint presentation and everyone to present their own contribution. My part was to discuss about community participation in LIDL. To work on this project, I had to search information about LIDL company.

Working in this team I had identified that it was a remarkable experience. In the team we had five people working together. The main objective of the team was to make the presentation successful. For the success of the work we had to develop upon three skills they are: time management, delegation and researching. At first, we had to identify the skills present inside everyone. According to that we used to divide the work amongst our team. For achieving the team goal we used to keep on communicating with each other so that if there is any problem then we could solve it immediately. We used to cooperate with each other so that there is no misunderstanding amongst the team member.

Who did what?

We used to divide the work according to the skills present. The technical part was handled by the person who knows everything related to computers. Planning and organizing the task was done by another member of the team who very knew which task should be allotted to whom. After the task was completed one of us used to check the given task to see that all the points are

meet. Managing the team was done by the leader who used to look after the entire team of five to see that everyone is working properly and there is no conflict between the team members.

What went wrong?

Sometime situations arise where we could not meet the work deadline. This happened when one of our team members are not present and we had to delay the work. We had to deal also with lateness, which is an annoying habit because it can be bad for the productivity or team morale.

What went well?

The things, which went well was the task was divided equally according to our skill. There was always a proper coordination and we used to help each other every time. There was less misunderstanding between the team members and we could understand each other better.

Did you meet often enough?

No, we did not meet often. We used to meet each other only during the class day and spend time sometimes on the WhatsApp group we have made. There was no extra meeting done outside the classroom.

For betterment of our future

For being a professional team first we need to learn to manage time for every single task that is been given to solve and take out time for ourselves. Proper communication should be practiced so that there are no misunderstandings amongst the team. After the given task is completed the team should report to the leader assigned for the task for any kind of further changes.

TIME MANAGEMENT

“Time management” is the process of organising and planning how to divide your time between some activities. At the beginning we had to distribute the roles for each member of the team and to write down the important things we had to do. Then write down the list of things which were less important and create a time table. As we all used to work in a team for achieving the presentation goals, communication was the main objective that was taught. By communication we could explain everyone how to do the task and any questions regarding the task or solve any problem amongst the team

members. After the task was completed by each team member, we had to check the task whether is done correctly or not and then give feedback accordingly. These used to help the team to work together and perform better task. This group project taught us how to manage time during work and complete the given task within the given time. As we used to work as team, trust was the main factor that was required to work together and complete the task on time (Nilssen and Kundu, 2018).

We made a WhatsApp group and we had some meeting in the classroom, so we could easily communicate and share the work in progress.

Setting the list according to the priority, we decided to set reminder on our phone or computer so that whenever we are accessing any one of them we can get a quick reminder of the task that has to be performed (Maxwell et al., 2015). The main aim of setting the deadline was to make sure that the work is completed on time. We used to do the most important task which was to be done submitted immediately. Then we used start-up with the next task which was to be given on the next deadline. We discussed not to do too many task together because it might create misunderstanding or problem between the team members and we were unable to know that which team member is doing which task. Therefore, we decide to focus on one task and after completing, it then go for the next task. We decided to give extra time in making the list of the important things that had to be done first and use the off time to do the least important things. This will save more time and will reduce the work pressure for the next time.

IDENTIFYING A PERSONAL SKILL-SET

Working in this team made me identify my personal skills that are there in me and had to be developed more.

Problem solving

Firstly, I had to check that whether I could solve problem or not in difficult situation. I was taught how to approach to problem and find out strategies for solving the problem and implement it when the problem will arise.

Critical thinking

Ability to think critically for solving the problem and developing strategies for future problem and help my team members to do the task. Getting deep into

problem and finding out from where the problem has started and knowing how all were involved in the problem.

Ability to work with team

Being in a group I had to learn how to work with a team and coordinate along with the team. This had taught me how to work with a team and developed my skills to work in a team.

Ability to develop ideas

In a team there are different people working together. As team member I also have some duty to help the team in completing the task which can only be done by developing ideas related to the task. Ideas to solve problem, creating new innovative ideas and invention of new ideas. Every team member including me need to develop idea for the growth and development of the project. (Zimmerman, 1998)

RANGE OF TEAM SKILLS

1. Communication – Under which we get to learn and develop listening and understanding power, speaking clearly and directly, establish and using network, transfer positively, information sharing and independent reading.
2. Team work –Help the team to work and get positive outcomes, we need to learn how to work with different age groups, gender and other religion, telling the team their role in the organization and identifying the strength of the team.
3. Problem solving -Developing problem solving skills, create new innovated ideas and solution to the problem, strategies to solve problems.
4. Self-management – Setting personal goals and vision, monitoring my own work and performance, having confidence about doing the task and taking responsibility.
5. Learning – the capability learning something new, open to new ideas and techniques, manage my own learning and apply the learning to solve issues (Taylor, 2015).

CONCLUSION

As a team, my colleagues and I got to learn about time management in a team. Working in this project has taught that time is a valuable thing it should always be utilized properly once the time is gone it never comes back. The task should always be divided and discussed amongst the team so that if any member in my team is having problem then the problem can be solved immediately. Dividing the task equally make the task complete more easily and the pressure is not on one single person. This project has made us realize that team means working together and helping each other.

For being a professional first we need to learn to manage time for every single task that is been given to solve and take out time for ourselves. Proper communication should be practiced so that there are no misunderstandings amongst the team in which I was a part. I suggest that we should have more time meeting in the classroom, rather than our own time. After the given task was completed the team was ready to present the work.

Experience as working as team

Working as team showed us how to work together and help each other when any problem arises. As a team, we got to know each other's talent and skills which are present inside the team. As a team we always had to communicate and cooperate with each other for problem solving. It was actually fun working together. I think we did a great job.

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