



Programme: Certificate of Higher Education in Skills for the Workplace

Project pathway 1

Leadership and entrepreneurship

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Introduction:

This module has given me a new and different opportunity to gain more experience of how to manage a group, team cooperation. As the team leader my role was to guide and manage the team to write a report about leadership and entrepreneurship.

In my report I will be describing my role as the leader of the group and how I helped the group members to accomplish a goal successfully by working together as a team. Also I have been given the opportunity to learn new ways of decision making and dealing with issues that has aroused during the research. A team leader must have the knowledge to be professional, a fast decision maker and have observational and communication skills in order to observe the other members of the team and being able to guide the individuals with the right information and to minimise the risk of problems in order to achieve a certain result. Also I will be explaining the skills that I have gained and applied to the role when working on the report as the leader of the team which are time management, interpersonal communication and networking.

Achievements:

This module has helped me understand the role of a team leader and how to have an effective communication skill in order for the team members to understand the purpose of the report and leadership. Throughout the module I have learned to be inspiring as the leader for team to keep a positive and confident mind set in order to achieve the main goal successfully. As a team we have faced new challenges which allowed us to study the problems and make the right decisions to overcome the challenges on time. As a team we have split the duties fairly and evenly in between the group members to allow each person to focus on the specific task that was given to him or her. I provided the information needed for each task and if someone was having problems understanding anything I was happy to provide more information to make it clear and less complicated.

Reflective observation:

Time management is important when working as part of a team in order to achieve a certain goal. The leader must plan and control the time spent on the report in order to meet the deadline on time and be successful in the end. Using time management method it allows the leader to create a plan and breakdown the report into tasks where each task is given a specific time to be completed by the members of the group. This method allows the individuals to know how much time they exactly have to work on each tasks that has been given to them. We split the time into six sessions which included working in class and at home via WhatsApp group application on our smart phones and email. Overall we spent approximately thirty minutes each time together to work as a team in class and online to complete the tasks. We also set a time to have a discussion on WhatsApp which was in the evening. Also each

person worked on the report in their own time to speed up the process and then had a discussion about what they have done so far in the group meetings online or in class. The time management allowed us to complete the given tasks on time and finished the report before the deadline that we were given to us.

There are different types of interpersonal communication skills which are decision making, speaking and listening skills, exchanging ideas, being assertive and problem solving. When working as a team each individual had the opportunity to speak and give different ideas about the tasks then we had to agree on making decisions to carry out each task in the best way possible. Also each time we faced a problem we had to speak about it and find a solution to solve the problem by discussing the options. As a leader I was able to improve my interpersonal communication skills by being assertive in my decision making and communicating with the group to address a problem and solve it. This experience has helped me become more confident because I was able to manage a team successfully to complete the report. One of the issues that we faced whilst working on the report was one of the team members did not complete the given tasks on time and wouldn't attend the meetings or class which led to slowing down the team and had a negative impact on the other team members. Eventually when that team member sent their task there was a lot of mistakes. Therefore I decided to speak to one of the other team members about this issue and we came up with the decision to correct in order not to fall behind and complete all the tasks on time.

With the few challenges that we faced we managed to stay positive by encouraging each other and following the plan using time management and networking. Because the other team members were reliable and always attended the meeting according to the plan we got through the issue smoothly together.

Another issue we faced was sending emails to each other. Sometimes we had to send an email more than once to the receiver. There was no problem using WhatsApp because each team member already had the application on their smart phones. Everyone was happy with my idea for creating the WhatsApp study group.

Conceptualisation:

In order to be a team leader you must understand the exact role and have previous team work experience to manage the group. A successful team leader must be precise with his or her decisions and have and always maintain an effective communication with the other team members. Also the leader must always be optimistic even when the team is facing a complication or difficulty. When working as a team the team members help each other by sharing ideas and knowledge to complete different type of tasks. The team leader must look out for weaknesses in the individuals and provide the right instructions when needed throughout the task. Therefore this method allows the team to gain the best outcome in the end.

When I worked as the group I had some benefits:

The advantage of working as a group is getting ideas and support of different individuals with different skills on one goal rather than working on it alone. This way the chances of achieving a better result increases because everyone can share their knowledge and discuss various options and past experiences. Working as a team the

individuals have the opportunity to listen to one another's opinions and find the best plan to carry out the tasks together. It also helps communication skills by listening and speaking about the topics to gain a clear understanding about the subject.

There were five people in my team including myself as the leader. As I mentioned before we decided to divide the research into small tasks so each individual had to do his or her own part on their own. Then we would have a discussion during or after class or online on the WhatsApp application group.

Networking could be referred to as an online method of a team of two or more individuals working together from different locations using communication technology such as mobile applications, skype, fax, recorded voice notes and email and so on.

Active extermination

This module was very helpful to me because I was given the opportunity to improve my skills which is relevant to my future in order to work as a professional in the business industry. I am more aware of my decision making and problem solving. Also I am more organised with planning and time management in order to get a work done on time. I have enjoyed working as part of a team because I was able to maintain a clear and effective communication with the other team members.

Conclusion

Having more time would have been better for us to complete the given tasks. Also it would have been better if every person in the

group would have carried out the task that were given to them on time and with less mistake therefore it would have caused less complications for achieving the right result. Overall it was a very valuable experience for me to be a part of a challenging work because I can apply this experience into my future when working in an organisation. This module has made me understand that

Time management is an important method to be considered when working as team to achieve the required goal. Therefore each member of the group must be responsible for their part and must have the required communication skills to have a clear image of what they must do exactly. Networking also is a common system used by organisations now days which is very helpful and easier for the group to work together without physically being present in the location.

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