

Skills for the Workplace

Module Assignment Submission

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Module No:	EMPL4013
Module Title:	Pathway Project 1

Statement of Confirmation of Authenticity

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Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM.

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ABSTRACT

It is never good to think you have everything sorted and be over confident that all will Run smoothly because it did work out before. Making plans that do not quite work the well you think they should. Getting the opportunity to study about sustainability and global citizenship from the point of view of charities. Discovering how to work around unexpected problems by using differing modes of communication and being willing to do a little more than initially planned. In the end pulling all together for the completion of the presentation.

INTRODUCTION

In this report I will show how our team worked together for our group assignment. How we planned to work as opposed to how we worked. A log of our meetings and the mode of communication we used, how the work was delegated out and conducted. The weaknesses that affected the team's performance as well as strengths that came to light. A step by step take on the events leading up to our presentation. Where things went wrong and what was done to correct them. Did we work as a team?

PROJECT PLAN

Have weekly meetings to report on findings and consolidate and decide on the next step.

3rd November first meeting to decide on topic area and what subject area each team member will work on.

10th November each team member to have their first draft of their piece of work so we all could critique the work and go back and work on any gaps. All can learn about each other's subject area.

17th November at this meeting put a start on choosing the information to be added to the slides we wish to present.

24th November have slides ready to go over and tweak any information so they're ready for the following week.

1st December Practice presentation and fine-tune anything that may need it.

8th Present.

MEETINGS

This assignment was given to us on the 27th October 2017 giving us 7 weeks to do our research and put the presentation together. Before the end of the lecture myself, David, Inaldina and Nosa decided to meet the next Friday at 12:00 to plan. I was appointed group leader by David and the team agreed.

See Appendix 1

Inaldina explained that she would be unable to arrive at this time as she works in the morning but will join the team as soon as possible.

Since it was our first meeting I sent out a reminder message. Nosa responded that he would be late but did not attend. David was twenty minutes late which coincided with Inaldina's arrival. We used this time to set up our communication strategy. David set up the group on Skype to enable us to communicate when needed, especially as he knew he had his father's memorial service to attend in Nigeria. He wanted to be able to stay in touch remaining part of the team. Inaldina set up our group email under David's suggestion and I created our WhatsApp group. David suggested we looked at community participation as he had links to a football academy. Myself and Inaldina were happy to concentrate on community participation. I was not keen on the football academy it was left open for discussion in our next meeting. We arranged to meet every Friday at 12.00. The next meeting would be a planning meeting. It is important to plan as it saves time, reducing the probability of overlap and shows who is accountable for what (Boddy, 2014).

For our second meeting Nosa was twenty minutes late and David called to say he would be an hour late but called again to say he would not be able to make it after all. We decided to set ourselves tasks, so we could keep track of where we are; what is needed and if there are any gaps that require filling. Nosa suggested we look at homeless people. I did advise on David's football academy suggestion, but no one was keen with the idea, so we settled on the homeless idea. I thought it would be good to have an organisation linked to this and suggested the British Red Cross, which lead to us discussing our personal links to other voluntary organisations.

On 17th November David was on time but I was late due to train delays I advised the team via our WhatsApp group. I was twenty minutes late and arrived the same time as Inaldina. Nosa was forty minutes late. I reported to the team that I had considered the work of the Red Cross and found their main body of work is to deal with disasters. Only dealing with the homeless because of the devastation they had experienced from the disaster. This resulted in us reverting to David's idea of a football academy, only we would look at sports in general and concentrate our efforts in different countries that worked within the community. All was to have put something in writing by the next Friday.

As a result of three students joining our class late Zenaba joined the group. From the sustainability lecture it became apparent that we would be better off sticking with the Red Cross idea. We gave ourselves the weekend to think about it as we were very aware we were losing time. Although we had been meeting up and discussing what we want to do no real clear plan was made. The only feedback so far was from myself on the Red Cross everything else to this point was discussion.

That Monday David WhatsApp the group to see what was happening, this lead to a conference call. Zenaba was unable to join the call but we continued. This resulted in a decision to focus on voluntary services each looking at a different organisation which we either had links to or a passion for. David sports, Nosa Homeless, myself The Red Cross and Inaldina Children in need. I was asked to put what was decided in writing so noted it all down on WhatsApp. Zenaba called me later that evening and chose children with

disabilities. Finally, a clear plan, everyone knows what they need to do just to execute it, or at least so I thought.

The 24th seemed to be the day everything started to fall apart. David contacted me and let me know he would be half an hour late, Inaldina came five minutes later than she would normally. After I sent out a WhatsApp to see where everyone was David responded to say Zenaba's son was ill and Nosa had to take his son to an appointment. As it was just myself and Inaldina we used the time to go over her piece of work which was not quite relevant to the project. David called and advised the school called for him to collect his son as he was ill, so he was no longer able to attend. I gave Inaldina some pointers and that was it for the day.

At this point I started to think we as a team were in trouble, we had nothing concrete done and no signs of anything happening. That Sunday 26th November I got up at 04:00 and started looking up charity organisations relevant to each subject area and relevant to our assignment. I sent everyone a link via email with some encouraging words hoping to motivate the team. I also started to pull together my findings to put together the presentation.

30th November Nosa sent in his piece of work (see appendix 3) and Inaldina also re-sent hers to me (see appendix 4).

The final meeting on the 1st December myself and Inaldina arrived on time, while Nosa arrived 45 minutes late. This was very short meeting that focussed on feedback due to my frustration to the team's lack of effort. I spoke to Mr Zook and explained what was going on. From the 2nd December onwards, I spent every spare moment on the assignment ensuring it was put together well and was ready for presentation for the 8th December. David sent his work in on the 1st December (see appendix 5) and Zenaba the 6th December (see appendix 6).

It can be seen from the plan that this was not what happened it felt like the team was being sabotaged by its own members. (Cottrell, 2015) states lateness and no shows, not contributing enough and putting your own needs before the teams are moves of sabotage. As I was chosen to be the leader of the team I wanted to run the project by delegating work out and then coming together to put the whole thing together. What I ended up doing was leading the project from a coaching style directing and supervising achievements and needing to explain some of the decisions I had to make. Requesting and pushing for ideas and reinforcing development (Kenneth Blanchard, et al., 1991). This meant I had to put in a lot more hours than the others, the benefit of that is it contributed to my learning.

TEAM DYNAMICS

This team has worked together before and in the past with good results so there were no issues in deciding to work together again. However, this time around as we were slow in deciding what subject area we would be looking to focus on; which I think was caused by us not reading the assignment through to understand what was needed. By the time we did the problems began: sickness, childcare issues and personal problems. This affected

the team dynamics greatly. It seemed to discourage some members and productivity became slow to non-existent (Myers, 2013). I felt I had to keep going and we did find workarounds in communications and it may have been in the final days, but all sent some form of contribution to the project.

To complete this project, I need to use the top five personal skills suggested by (Doyle, 2017), Critical thinking, dependability, Flexibility, interpersonal and motivational. Critical thinking by being logical and having good judgement (Flood, 2015). Being dependable by being committed, followed up on what needed to be done and ensuring we delivered the project on time (Volpe & Briesch, 2016). Adapting to all the changes in ideas, when and how we met up and the availability of attendance to meetings whatever the form of the meeting (Luthra, et al., 2017). I remained confident, showed my work ethics, was open to communicating, kept a positive attitude and had positive interdependence of team members which displayed my interpersonal skills (Cheruvilil & Soranno, 2014). The skill I feel I needed the most was to be motivational, I had to be the driving force for the team keeping them engaged in the aim of the project by helping them focus on their passion for their charity (Mullins, 2002).

RESEARCH

As the subject of sustainability and global citizenship was something I had heard of but did not really understand the full meaning of it; I decided to do some study into the subject to get a better understanding. This meant doing research finding out not only about sustainability and global citizenship and then investigating the different charities to support the others in producing their part of the project. This meant studying material examining evidence to find a deduction on the matter (Gonzales, 2017). Once we were clear on this it was easy to link charity work to the subject matter of community participation. As charity work is about being aware of others and their needs although they tend to focus on a specific group and their needs it is a small-scale view of interdependencies and different forms of complex connections. When you look at the Red Cross and what they do as an organisation they are global citizens. Charities contribute a great deal towards sustainability as their work is to meet the needs for the embitterment of others now and future generations. See Appendix 2

CONCLUSION

Although we had a plan in place, the slow start played a key role in the unsettled progress of the project. I learnt a lot about sustainability and global citizenship and their impact. Lessons were learnt on how to deal with absence, lateness and using all forms of communication. Timing for work completion was a nerve wracking situation but with the extra work put in and keeping the team motivated it all came together in the end. In the end we worked as a team with great leadership from the leader.

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Gonzales, I., 2017. *Importance of research in our daily lives*. [Online]
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[Accessed 8th January 2018].

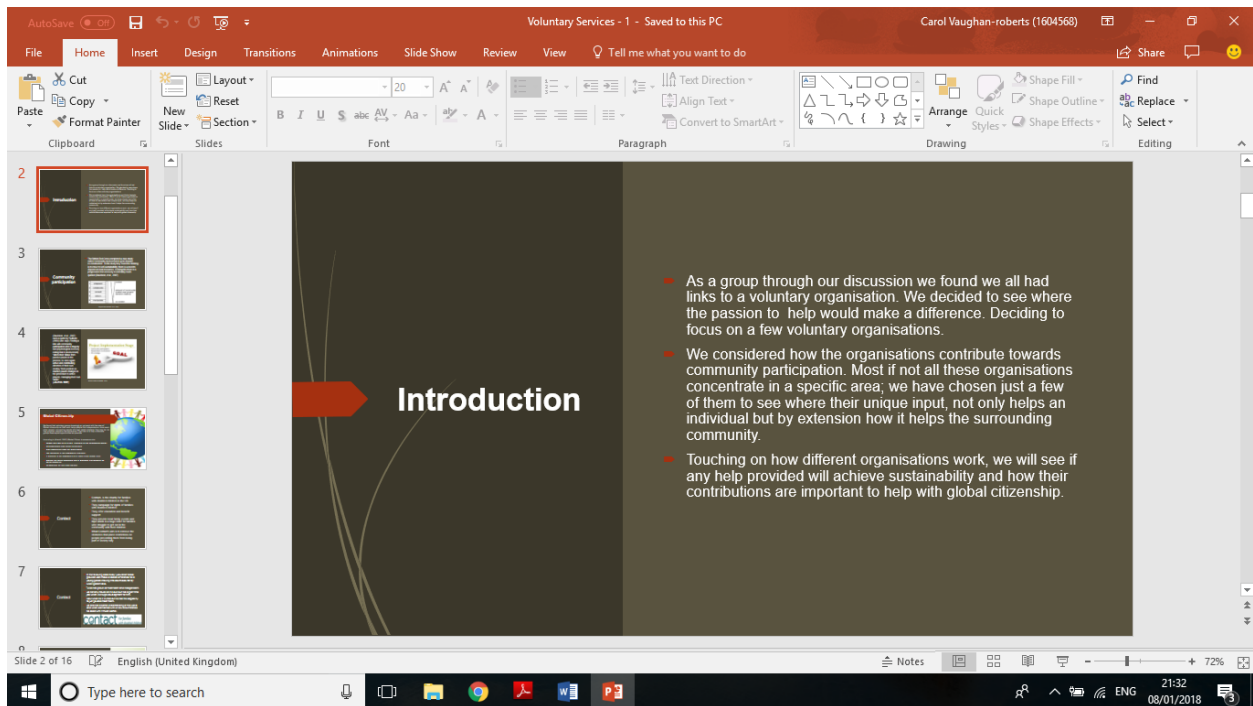
Volpe, R. J. & Briesch, A. M., 2016. Dependability of Two Scaling Approaches to Direct Behavior Rating Multi-Item Scales Assessing Disruptive Classroom Behavior. *NSAP School Psychology Review* , 45(1), pp. 39-52.

APPENDIX 1



Project notes.docx

As you can see from the notes above, while doing my research I grabbed relevant information and copy paste it. I noted the references and used what I think best fits the brief. Unfortunately, through habit when pulling information, I deleted some of what I used and what I found unhelpful, so everything is not there. Below are the slides I sourced all the information for and put together.



Community participation

- The British Red Cross completed a case study called 'community involvement in post disaster re-construction'. In this study they found the thinking is to move to self-sustainability, there is a need to depend on local resources. In doing this there is a progression from recovery to normality much quicker (Davidson, et al., 2007).

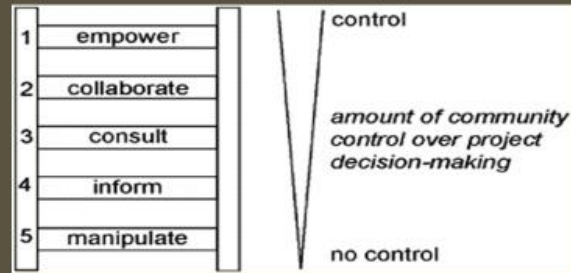


Diagram from (Davidson, et al., 2007)

(Davidson, et al., 2007) uses a quote by 'Sullivan (2003) who says, Finding a link with community participation after a tragedy and psychological recovery, noting that it (involvement) "alters their status from passive pawns in the process, to once again active and contributing directors of their own destiny "their position as inactive pawns changes in the procedure to active players, managing their own future" (Lawther, 2009)

Project Implementation Stage

- Community participation
- Stakeholders involvement
- It's a bridge.



Picture courtesy of (Akinbile, 2015)

Global Citizenship

We found that voluntary groups knowingly or not work with the view of Global citizenship as their work helps people find independence, show each other respect, connecting people with their needs whatever they may be, be they physical, mental or environmental. Their aim is to help vulnerable groups have equal opportunities as possible.

According to (Arendt, 2017) Global Citizen is someone who:

- Knows their part as a citizen; is mindful of the surrounding world.
- Acknowledges and values difference
- Can appreciate how the world works
- The prejudice in the community infuriates
- Is involved in the community at a local, even global level
- Making the world unbiased and a workable environment by being proactive
- Responsible for their own doings.



AutoSave Voluntary Services - 1 - Saved to this PC Carol Vaughan-roberts (1604568)

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do

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11 12 13 14 15 16

Conclusion

As we can see in their own unique way voluntary organisations help their local and in some cases international community. Helping improve the life of an individual has a ripple effect.

Although the key objective is to help and support the effected person, in helping them inadvertently they help the wider community.

Sustainability and Global citizenship are significant offerings that the voluntary groups provide. Its important that we recognise this and do our best to support them.

Whether its with our time or money or other resources.

Slide 14 of 16 English (United Kingdom) 21:35 08/01/2018

APPENDIX 2



Project log.docx

The screenshot displays the Outlook Email web interface in a browser window. The address bar shows the URL <https://outlook.live.com/owa/?path=/mail/sentitems/rp>. The interface includes a left sidebar with folders (Inbox, Uni, funding, Junk Email, Drafts, Sent Items, Deleted Items, Archive, Conversation History, Pay Slips) and a main content area showing an email thread.

First Email:

- From:** Carol Vaughan (CV) [Profile Picture]
- Date:** Sun 26/11/2017, 17:08
- To:** David OJUGO (DavidOjugo@hotmail.com); nosawaru@yahoo.co.uk; +2 more
- Subject:** Introduction
- Body:**

Hi Team

This is what I think the introduction should be feel free to comment. Also this helps us know what error to include in our text.

As a group we found we all had some form of link to a voluntary organisation that we are passionate about. We decided it was an area we would like to research in more detail. How different organisations achieve sustainability and help the community both locally and internationally. We looked at how a few charities contribute and their importance to society. We studied the business structure of voluntary establishments looking at their set up. What the employment possibilities are; the type of roles they have; what skills we had that would enable us to work with them as an employee as opposed to just volunteering.

I will give the example of how the red cross is set up as a business, can you all each find a role with in your chosen area as one requirement is to identify a personal skill-set and knowledge relevant to the project.

Thanks
Carol

Second Email:

- From:** Carol Vaughan (CV) [Profile Picture]
- Date:** Sun 26/11/2017, 10:37
- To:** zenaba.fozani@gmail.com
- Subject:** Social enterprise
- Body:**

Hi Zanaba

This should help you put something together for our assignment I must have it by Friday the 1st December.

<http://www.meadetkd.com/>

Meade TKD – Personal Growth Through Martial Arts
www.meadetkd.com

Meade TKD is a Social Enterprise that helps individuals and communities with personal growth through martial arts.

The interface also features a right sidebar with advertisements for Nationwide Building Society and Microsoft Azure, and a taskbar at the bottom with various application icons and system status information.

Mail - carol_vaughan@h... X

https://outlook.live.com/owa/?path=/mail/sentitems/rp

Outlook Email

Search Mail and People

Folders

- Inbox
 - Uni
 - funding
- Junk Email 236
- Drafts 1
- Sent Items
- Deleted Items 79
- Archive
- Conversation History
- Pay Slips

Upgrade to Premium

another charity

CV Carol Vaughan
Sun 26/11/2017, 10:32
nosawaru@yahoo.co.uk

<http://wearesettle.org/201532settle-in-a-nutshell/>

 What we do | Settle
wearesettle.org

As we start our first pilot, Rich explains how Settle prepares homeless young people for independent living.

BRITISH AIRWAYS

What are you waiting for?

Book by 30 January

Type here to search

18:18 08/01/2018

Mail - carol_vaughan@h... X

https://outlook.live.com/owa/?path=/mail/sentitems/rp

Outlook Email

Search Mail and People

Folders

- Inbox
 - Uni
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- Junk Email 236
- Drafts 1
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 What we do | Settle
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BRITISH AIRWAYS

What are you waiting for?

Book by 30 January

Type here to search

18:18 08/01/2018

Mail - carol_vaughan@h X

https://outlook.live.com/owa/?path=/mail/sentitems/rp

Outlook Email

Search Mail and People

New | Reply | Delete | Archive | Move to | Categories | Undo

Carol Vaughan

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- Inbox
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 - funding
 - Junk Email 236
 - Drafts 1
- Sent Items
 - Deleted Items 79
 - Archive
 - Conversation History
 - Pay Slips

Upgrade to Premium

Social enterprise

CV Carol Vaughan
Sun 26/11/2017, 10:27
inaldina costa (inaldinacosta3@hotmail.com)

Hi Inaldina

Below is an organisation I think you should use which will cover all we need for our assignment. they focus on children that need help.

<https://www.wipers.org.uk/>

Wipers Youth > Empowerment for youth
www.wipers.org.uk

Specialist Mentoring "Wipers did a fantastic job of delivering both group and 1-2-1 mentoring sessions with our students. Wipers were able to engage and enthuse some ...

LinkedIn LEARNING

6 Steps to Create a Culture of Learning

GET THE GUIDE

Type here to search

ENG 18:21 08/01/2018

Mail - carol_vaughan@h X

https://outlook.live.com/owa/?path=/mail/sentitems/rp

Outlook Email

Search Mail and People

New | Reply | Delete | Archive | Move to | Categories | Undo

Carol Vaughan

^ Folders

- Inbox
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 - funding
 - Junk Email 236
 - Drafts 1
- Sent Items
 - Deleted Items 79
 - Archive
 - Conversation History
 - Pay Slips

Upgrade to Premium

Social enterprise,

CV Carol Vaughan
Sun 26/11/2017, 10:21
David OJUGO (DavidOjugo@hotmail.com)

Hi David

This should help for your part in the assignment, I will need your bit before Friday 1st December please.

FOOTBALL BEYOND BORDERS

Football Beyond Borders Services exists to support the work of Football Beyond Borders Charity and provide employment opportunities for the young people from disadvantaged backgrounds who the charity works with through the creation of "Football for All" Academies and through the provision of youth-led, youth-focused digital media and production services.

You May Like

- New Hearing Aid Takes Britain By Storm
Compare Hearing Aids
- The Coolest Celebrity Living Rooms
Lonny Magazine
- This is what Meghan Markle will be known...

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Carol Vaughan

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- Deleted Items 79
- Archive
- Conversation History
- Pay Slips

Upgrade to Premium

CV Carol Vaughan
Sun 26/11/2017, 10:18
nosawaru@yahoo.co.uk

Social enterprise

Hi Nosa

This should help you connect your subject homeless people with the assignment An exit strategy for poverty: John Bird The big the issue.
<https://www.youtube.com/watch?v=adWlwko0slg>



An exit strategy for poverty: John Bird at TEDxEastEnd
www.youtube.com

John is Founder and Editor-In-Chief of the The Big Issue. He was born into poverty, brought up in care, and has lived through a lot. His life's journey has i...

You May Like

- Chiropractors Baffled: Simple Stretch Ends...
healthnewstips.today
- 10 Great Freemium Software Solutions for...
Get App
- Bodybuilder shares drastic...

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Carol Vaughan

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- Deleted Items 79**
- Archive
- Conversation History
- Pay Slips

Upgrade to Premium

CV Carol Vaughan
Sun 26/11/2017, 10:17
projectpathway1@hotmail.com

Assignment

Hi team

These are the key thins we need to cover in our assignment.

Community participation (locally and nationally)

- Give an example of community participation in a sector of your choice (E.g. sports)
- Based on your research what do you think are the benefits of community participation?

Explain what is meant by the term "Global Citizen"

- Describe two examples of sustainable projects from within your chosen sector
- Give two examples of what is meant by environmental sustainability

Leadership and Entrepreneurship

- Give an example of good practice of Leadership in your sector.
 - What are some of the relationships between Entrepreneurship and Leadership?

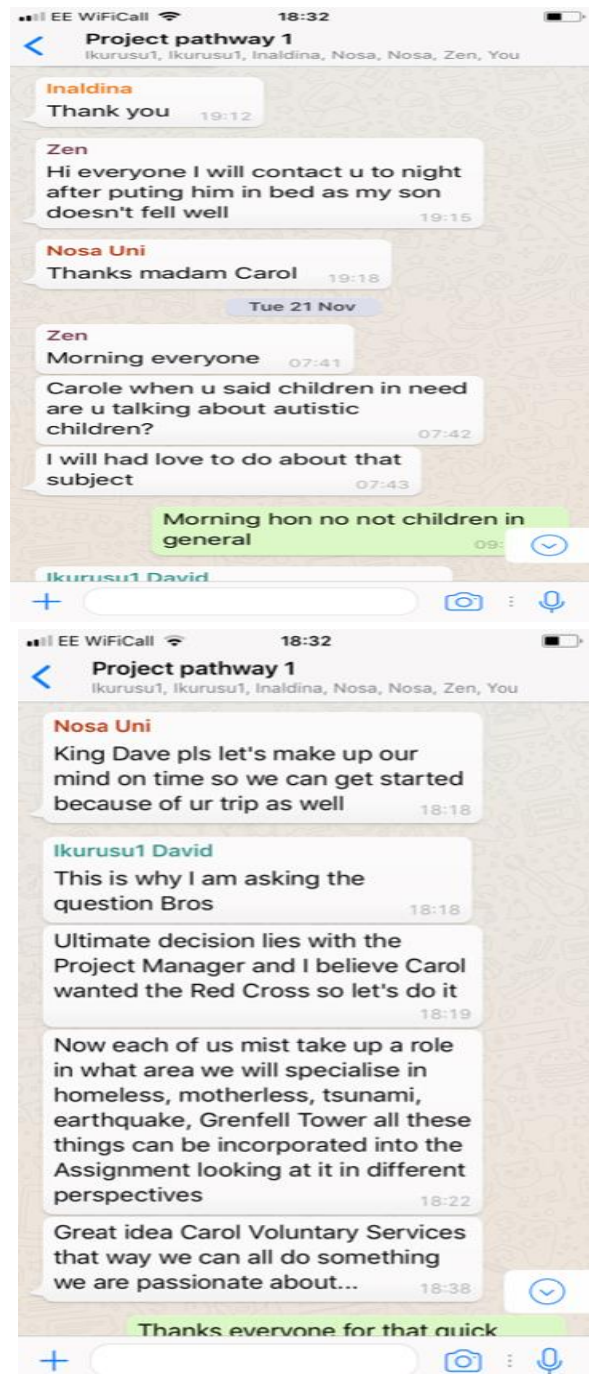
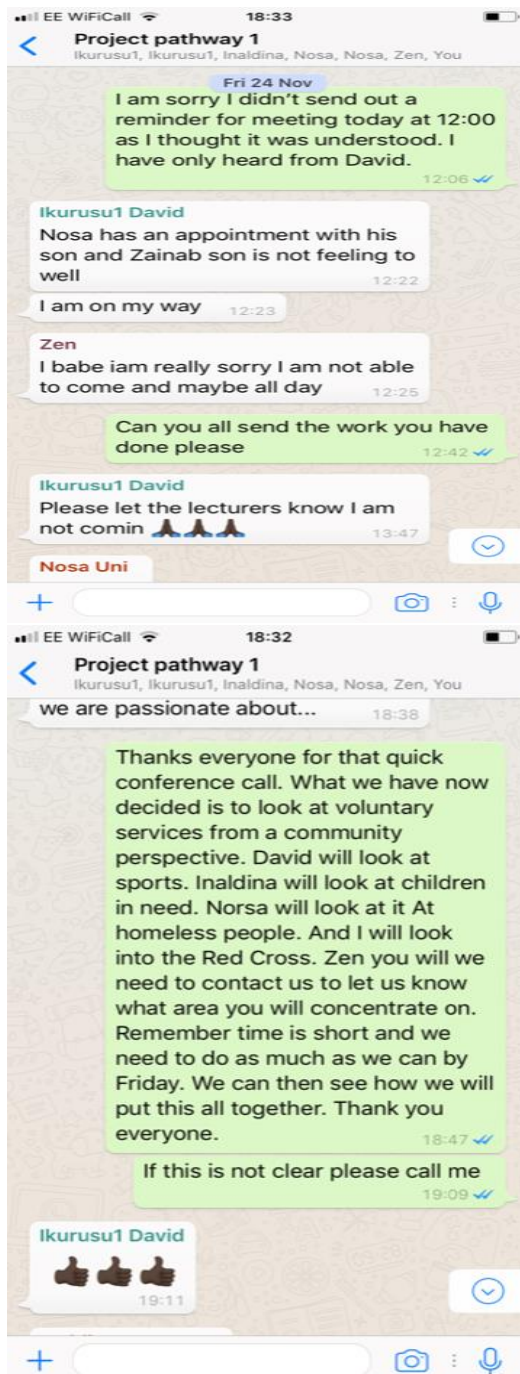
Make it personal, make it your own

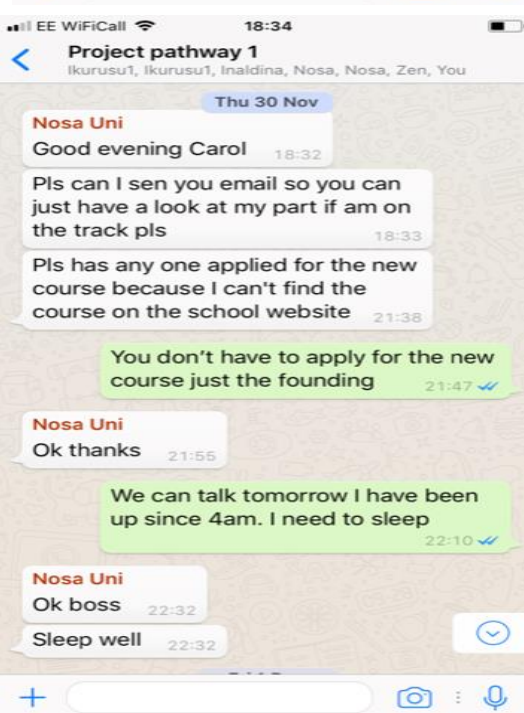
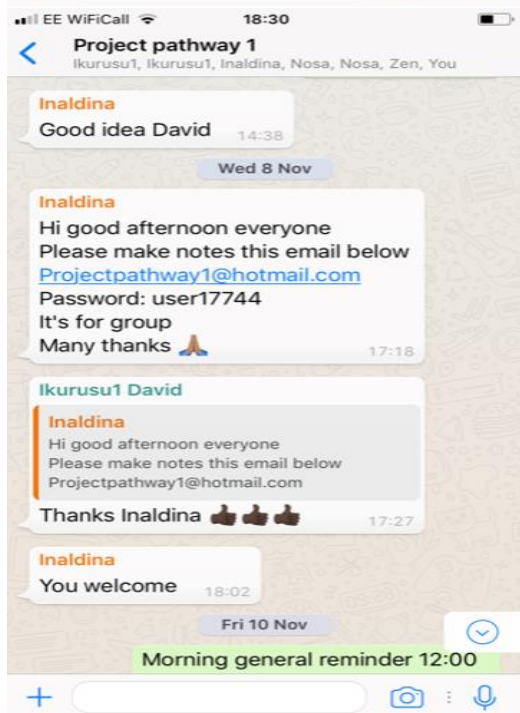
Microsoft Launcher

GET IT ON Google Play

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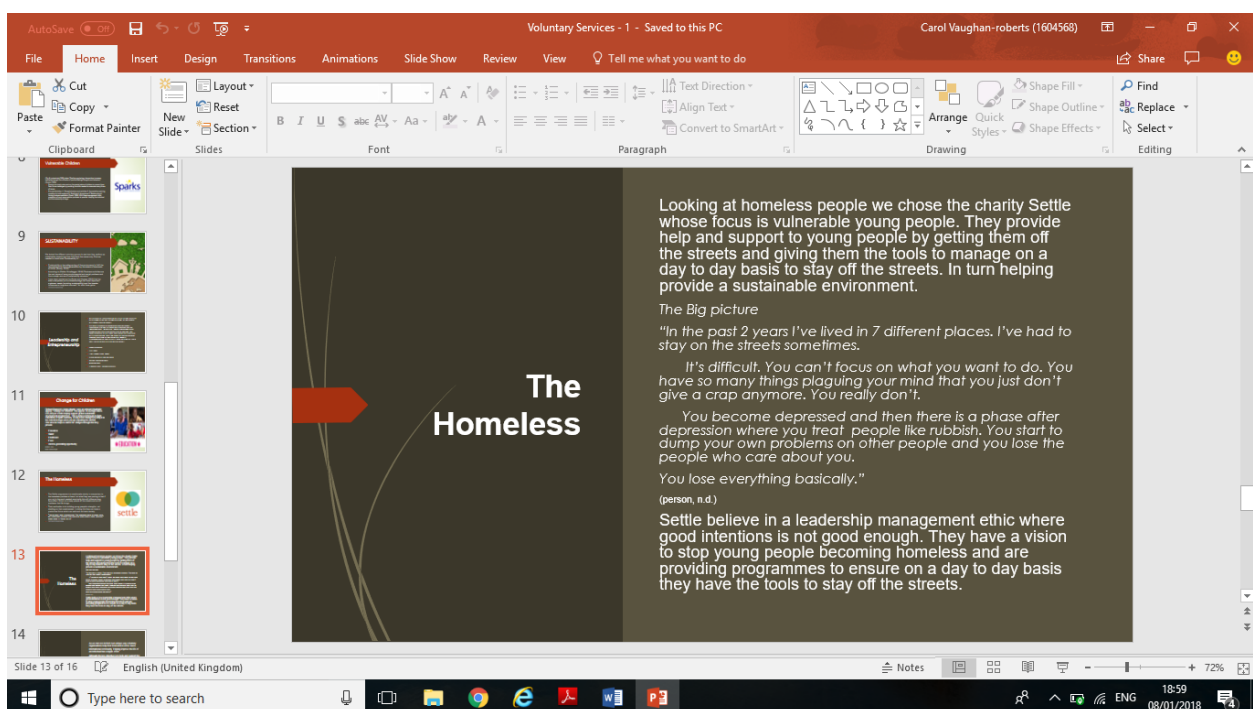
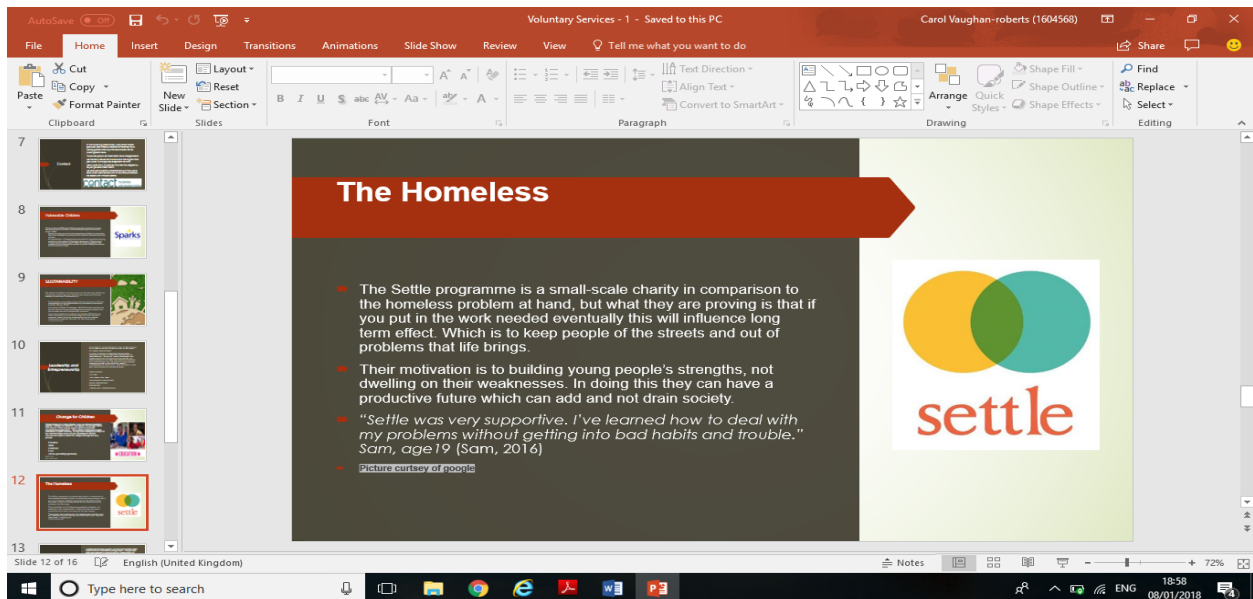
This is my log of most of the meetings and some of the communication we had throughout the duration of the project.

APPENDIX 3



NOSA ZUWA
OSAWARU pathway

The above is the work I was given by Nosa to do the slides on the homeless piece. I had to use different examples as Nosa was unable to provide me with the reference associated with the text.



APPENDIX 4



How you can
develop your Resilie

Here is the information I was given to produce the slides for Inaldina.

The screenshot shows a PowerPoint presentation titled "Vulnerable Children" by Carol Vaughan-roberts (1604568). The slide is the 8th of 16. It features a red header bar with the title "Vulnerable Children". The main content area is dark grey with white text. It includes a quote from (Sin & Lyubomirsky 2009) and a list of principal activities. The Sparks logo is visible on the right side.

AutoSave Voluntary Services - 1 - Saved to this PC Carol Vaughan-roberts (1604568)

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do

Clipboard Cut Copy Paste Format Painter New Slide Layout Reset Section Slides Font Paragraph Drawing Editing Find Replace Select

Vulnerable Children

(Sin & Lyubomirsky 2009) states "Positive psychology interventions increase wellbeing through the cultivation of positive feelings thoughts and behaviour" (Sparks, 2009).

- Sparks is a charity who work on the mental status of children to prevent them from future challenges by providing the skills needed to overcome many forms of issues.
- Principal Activities: 1. Strengths/values card activities 2. Appreciative coaching questions to build resilience 3. Gratitude 4. Acceptance 5. Relationships 6. Loving kindness meditation (Spark, 2009). With these management skills prevention of much more serious problems is possible. Helping the individual and the community at large.

Sparks
Children's medical research

Slide 8 of 16 English (United Kingdom) 21:04 08/01/2018

The screenshot shows a PowerPoint presentation titled "Contact" by Carol Vaughan-roberts (1604568). The slide is the 7th of 16. It features a dark grey background with a red header bar. The main content area is dark grey with white text. It includes a list of bullet points and the Contact logo.

AutoSave Voluntary Services - 1 - Saved to this PC Carol Vaughan-roberts (1604568)

File Home Insert Design Transitions Animations Slide Show Review View Tell me what you want to do

Clipboard Cut Copy Paste Format Painter New Slide Layout Reset Section Slides Font Paragraph Drawing Editing Find Replace Select

Contact

- In the following case study: (How Short Break provision can make a radical difference for a young person moving into adulthood, 2010);
- Mike's parent said,
- "Mike has grown self-confident and independent.
- He not only travels on his own but has a part time job which is a huge development for him.
- Now when he is invited out he has the capability to just go and meet them.
- He also has a better understanding of the world and when confronted with a new circumstance he deals with it much better.

contact For families with disabled children

Slide 7 of 16 English (United Kingdom) 21:27 08/01/2018

APPENDIX 5



Entrepreneurship
David.docx

Although David was away he produced the above piece of work which was easy to transfer into the below slides.

The screenshot shows a PowerPoint presentation titled 'Voluntary Services - 1 - Saved to this PC' by Carol Vaughan-roberts (1604568). The slide is titled 'Leadership and Entrepreneurship' and features a list of characteristics of an entrepreneur. The slide is part of a presentation with 15 slides, and the current slide is 10 of 16. The slide content is as follows:

- According to Thompson et al (2000) a vast amount of hurdles must be jumped in order to become a successful entrepreneur.
- Richard Branson a well-known entrepreneur, maintains it is key to have and maintain social responsibility. Although, being diagnosed with dyslexia and not graduating with a degree, his determination to succeed has made him overlook such hindrances, and use them to his advantage making him one of the most successful businessmen in the country. Here is a list of just a few characteristics of an entrepreneur.
- Determination
- Focused
- Calculated Risk Taker
- Knowledge of the Markets
- Money Management
- Adaptability
- Passion and Self-Motivation

The screenshot shows a PowerPoint presentation titled 'Voluntary Services - 1 - Saved to this PC' by Carol Vaughan-roberts (1604568). The slide is titled 'Change for Children' and features a list of areas where Richard Branson's Virgin Atlantic runs an onboard charitable appeal. The slide is part of a presentation with 15 slides, and the current slide is 11 of 16. The slide content is as follows:

Richard Branson's Virgin Atlantic runs an onboard charitable appeal, "Change for Children" This appeal, on average raises £45,000 per month helping support global sustainable development programmes. This is achieved through in-flight collections of spare currency, so any loose change you drop it in the collection bags when you are departing the aircraft.

One area he helps is called WE Villages through they provide.

- Education
- Water
- Healthcare
- Food
- Income-generating opportunity

(Gunner, 2018)
Photo courtesy Google

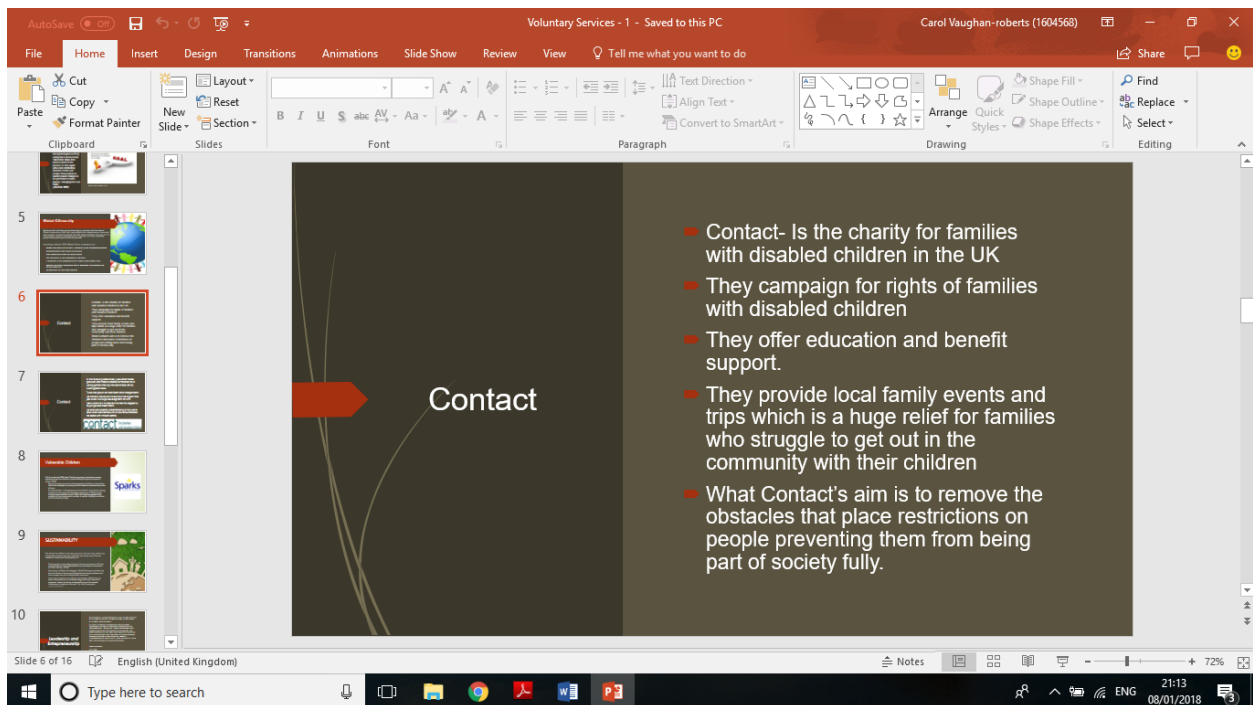
★ EDUCATION ★

APPENDIX 6



How the society
help children autisti

I put this slide together from what Zenaba sent me.



As seen although in some cases I had to find the references to link the work to the subject matter, everyone had some form of input. I had to put it altogether to enable us to present the work.

The plan was to distribute the work evenly and then put it altogether but due to the issues faced throughout the project I took on the majority of the workload.