

Planning and leading a complex team activities

1. Be able to plan a complex team activity

Activity: I have in fact taken part in the planning of a fund raising activity in the past and this was organised by the insurance company I worked for. The activity was a bike marathon where you had people all ages alike from young students attending that particular school to older family members, friends or anyone who was willing to take part in this charitable event.

Purpose: The purpose of the activity was to raise funds from all people whether or not they participated in the marathon and donate them to an organisation involved in dealing with brain injured children, the exact name of the institute was IBIC – Institute for brain injured children

Aim – The aim of the activity was to raise as much money as possible and reach a targeted amount of funds. The intended goal was to reach the seven digit figure which was a million euro at the time. The marathon involved the non-stop cycling of bicycles of course around a ground track. This normally lasted a whole weekend (some 50 hours) started on a Friday evening and ending about 10pm on the Sunday. Weekends were always chosen of course so that people especially children would be off from school and look forward to such a charitable event.

Objectives: The goals of this event were to reach a high targeted audience and making them stop a while and think of the less fortunate children out there and especially those who can't defend for themselves as in this case. These children are totally dependable on other people within the organisation and such funds could maybe help researchers or scientists find new remedies how to cure or enhance the medical problems these poor children faced with every single day. I believe people on the whole are quite generous and such an event would help them realise that these unfortunate children need their help.

Identifying the tasks and resources including any operational constraints.

There are quite a number of tasks and resources which need to be done in this case in order to organise such an event.

- One would definitely need to start by contacting any important political people who can help with promoting the event and involving themselves so that targets are reached.
- Contracting the media since such an event would definitely need to be broadcasted on national television at certain times of the day, preferably not too late in the evening so that a larger scale of audience is reached.
- Also important to advertise at specific times especially just before the news when one could be sure that a big number of people are glued to their TV. This will be more costly of course, but such an event, can't go without advertising.
- Sponsorship – well known organisations and outlets such as shops would need to sponsor such an event, in order to raise funds for preparing the event cause such an event can be costly.
- Security would be needed as in all other events.
- Singers, animators, people who can provide entertainment during the event. Having well known people can sometimes help as people would want to see more.
- Providing transport free of charge for the older generation who might not have the means of transport.
- Parking spaces available – trying to provide more parking spaces for guests although might not always be possible if the location is limited.
- Advertising and leaflets which can be distributed so most shops around the country or at least the immediate neighbourhood.
- Providing first aiders in case any injuries are sustained during the marathon.
- Providing maybe free drinks such as water to those taking part. Food stores can also be provided but not free of charge.
- Lighting for the whole event, a stage and set up and maybe other small activities which can be carried out at the same time. I remember we had

people who volunteered to sell plants during the event and of course the money raised would be donated to these children.

- **Constraints** may also apply since there are always some limitations. In this case since the event was taking place in a residential area one would have to be careful not to be so loud and distract people. Also security is also very important in case any riots are caused. One could never be too sure but important that one controls the peace. One could maybe try to avoid selling alcoholic beverages as since too many can lead to problems and distractions.

One could also use internet marketing to promote this event of course but there might be limitations as to the funds available since a charitable event and as we all know all these things may be costly. It is important that most of the funds collected go directly to the children in need and not spend too much money in organising the whole event.

People can also donate money by calling a specific number which makes it easier to raise funds.

Producing a plan for the implementation of the activity

- Introducing the activity to all employees
- Introducing its aims and goals, in this case a cycling marathon in the aid of less fortunate children.
- Meeting up with all interested members since this was not obligatory.
- Taking minutes of the meeting and listening to each other's ideas on how we can make this charitable even more successful.
- Brainstorming sessions. Going around the table one by one and seeing what each one of us has to offer how we can attribute.
- Decisions on who will be taking care of what. For example these people have to look for sponsors whilst others have to contact persons who can promote the activity. Others whom have to involve the media, transportation, parking facilities, etc.
- Event sheets being distribute to friends, neighbours and family. Since this was a charitable event one could also try collecting funds individually from people such as family, friends and neighbours as mentioned above without yet involving the media.
- Deciding on the date of the event which in this case was over the weekend, starting on Friday and ending on Sunday. This way more people were targeted and people were more available.
- Organising the events over the given period, invitation of singers, and people in the public eye who are involved with charitable institutions and sports activities.
- The renting of bicycles since not all participants had their own.
- Organising other stalls which offered health products such as food, drinks, and other remedies.
- Organisation and communication were the 2 main elements to make this event a success. Any constraints or other impediments faced were brought to the table during a meeting which was held every couple of days and dealt with. Solutions for the problems were always found. If one method was impossible then another one was used.

- People designated to collect all the money and make sure there was nobody tampering with it.
- Other people left in charge in the internet marketing campaign of the event.
- Such an event required team effort and must say everyone gave it their best shot and such an activity brought everyone closer together, since everyone had one goal and it was to help these children.

Assess the risks and any operational or safety issues that apply to the activity

In this particular activity the risks one could encounter are:

- Injuries sustained by the participants - that is why it is important to provide a medical team of people that can help out with any health issues or injuries which may arise.
- Also an ambulance should be on site to take anyone who might sustain any major injuries to hospital.
- Security and police officers should be on site in case of any quarrels or disputes which may arise by the participants or spectators.
- Other security in case of any thieving especially since people will be donating money.
- Also, if children under the age of sixteen are taking part in this marathon, then protective wear should be provided such as helmets and knee caps.
- Boundaries can be provided for children who decide to take part, a specific lane with barriers.

Be able to communicate information on the activity to your team

Presenting information by:

- Research on the internet about different styles of organising these events.
- Meetings so that all the information gathered can be assessed. Power point presentations can be presented by a leader appointed by the fellow team mates. An assistant team leader can also be appointed to take charge in the absence of the team leader.
- Clip arts can be used during the power point presentation so that the participants can understand better. This will motivate the team.
- Any questions can be addressed during the presentation and therefore any uncertainties can be clarified.
- Members can brainstorm and write points and represent them during the next meeting. Point form would definitely help.
- Certain leadership styles can be used during these sessions and a democratic one can be adopted since the leader has to listen and work on other members' ideas.
- Everyone should know his/her own role as if no roles are in place then the task cannot be completed.
- Uncertainties can be addressed since members might have their doubts as to whether or not the event will be a success.

Communicate allocations of roles and responsibilities to team members

- Designation of individual roles (already mentioned previously)
- Team leader (designation)
- Assistant leader
- Cashier (Dealing with all the charity funds, monetary, bank transfers maybe and money which is donated through telephone calls.
- Secretary dealing with all the paper work
- Assistant secretary who can also deal with all the telecommunications.
- Maintenance (someone in charge)
- Cleaning (Someone in charge that no littering is done)
- Technical person in charge of any faults such as stage lights, lighting systems.
- Decorations, billboards, event logo, and brochures – someone in charge to make sure all the work is done. Role of a designer.

Not all the above roles are performed by the participants organising this event but they are in charge and responsible to appoint people who are more skilled in that particular field for example:

The person in charge of maintenance will find people such as electricians or technicians who could do the job if something goes wrong.

Be able to review own ability to lead a team through a complex activity

Collecting feedback

I am assuming that I am the leader in this case and that I shall be collecting the feedback therefore what I would do is:

- Apply my democratic leadership style since I am ready to hear what by team players have to say
- This can be done by brainstorming or minutes which can be addressed together.
- As a leader, I will work on these ideas and adopt them in order for the system to work that is if they are practical ideas
- Team work plays a very important role in this case.
- After all the feedback is collected, and all the roles are in place we can work on organising this event all together.
- This way everyone has put in their input and everyone has worked together to make this event a success and therefore it is the team leader's role to then implement the new working strategy so there are no mishaps.

Review own performance, identifying leadership strengths and weaknesses

Leadership style which needs to be adopted here as mentioned above is the democratic leadership since we all need to work.

Together as a team organising such a big event is not a one man job and all participants must be involved.

One may easily tend to switch to an autocratic or laissez-faire leadership if he or she decides to take matters in their own hands if none of the feedback given is of any help to the event or if no feedback is given in the first place that is why team work plays an important role.

On the other hand if the leader (I in this matter) does not want to lead the others in making this event a successful one he/she can easily adopt the laissez-faire style and decide not to take matters in his own hands by just handing it on to others. Not taking responsibility of the situation and passing on the work to the other team members. Every person has his own leadership styles and all must be adopted together. Other team members use their own styles to work together and come up with their own ideas and maybe lead their fellow members in conducting a work ethic.

Producing a development plan to improve own planning and leadership skills using feedback and self-assessment.

Planning & Leadership skills	Feedback	Self-assessment
<i>Can I mention the different types of leadership styles I can adopt in leading the other team members in leading this charitable event? Should I give examples?</i>	Feedback given by my team members how they might relate to my different leadership styles further with	What am I good at as a leader? What could help me along? What I need to work on?