

Development Activity Record

| DEVELOPMENT ACTIVITY RECORD | | |
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| Subject: Communication Skills | | |
| Date: 15/08/02 | Type of Activity: Presentation | Title and Provider: N/A |
| Summary of what was covered and/or what was learned: Presentation to project team on solution to power supply problem on 2945. I was given 5 minutes to report on the findings from my fault analysis and propose solutions. I had prepared 3 slides and written notes. The presentation went relatively well, and the notes really helped this time, but I couldn't answer some of the questions. I should have researched my audience in order to anticipate their interest. | | |
| Possible application(s) of what was learned: For my next presentation to the team (in September) I will ensure that I do thorough research, and the project manager has agreed to spend time with me beforehand to talk through any issues. | | |
| Possible area(s) of impact on career opportunities if any: I will be doing presentations on a regular basis in my next role, and will need to polish my technique before then. | | |
| Other possible Development Activity(s) suggested by this activity: None. | | |
| If appropriate, Employer or Verifier's signature: D Banks Date: 17/08/02 | If appropriate, any Employer or Verifier's comments: David did well in this task, and his determination to improve will ensure he continues to succeed. | |