



# Week 4

## What went well?

The progress I made; what was achieved and done

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- We welcomed and made a WhatsApp group for all our volunteers to facilitate communication
- We prepared the PowerPoint slides in the first volunteer meeting
- We scheduled and had the first meeting with our volunteers
- We had a Zoom meeting with Nacobre, the host organization for our food waste management workshop
- We designed the content of the workshop
- We prepared the PowerPoint slides for the workshop and translated them into Spanish
- We discussed how to measure our impact on food waste reduction in Nacobre after the workshop
- We assigned the roles of each volunteer and created WhatsApp groups for the ones with the same subtask
- I learned project management skills and how to guide volunteers

# What could have been done differently?

## Things that did not get done and/or could be changed

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- Most volunteers were inactive and did not participate in any of the meetings. A quarter of the volunteers even quit the WhatsApp group suddenly without any reason. We could only rely on active volunteers to complete our tasks
- None of our volunteers were able to participate in the workshop in person. However, we must have at least 2-3 volunteers to help us deliver our workshop in Spanish

# What did I learn about myself when working with others?

## Contributions, behaviours and values I exhibited

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- I am creative and detail-oriented. I am good at thinking of new ways to engage participants' interest and make visuals attractive. Therefore, I mainly contributed to designing the content of the workshop and creating PowerPoint slides
- I am an effective communicator. I can express my ideas clearly and confidently when meeting with Nacobre and our volunteers

# What did I learn about leadership?

## Leadership attributes and insights I developed

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- I learned to prioritise my time to complete the most urgent tasks first. If I did not have enough time to finish my tasks, I learned to reach out to my teammates to share the workload. I was also willing to assist my teammates if they needed to share their workload with me
- I learned to be a creative and critical thinker when making complex decisions. For example, we gathered and brainstormed the workshop content using a mind map. We first came up with as many ideas as possible. Then, we selected the ideas that could be applied to this workshop to engage the audience

# What do I want to develop or focus on next?

## What I still need to develop

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- We should use some incentives to find in-person volunteers to help us present our workshop in Spanish
- We should hold meetings with volunteers to explain their roles and keep track of their progress
- We should polish our workshop content to make it more engaging
- We should continue our discussion on the follow-up strategy after the workshop