

# Gold Arts Award Unit 2

## Part C: Manage the project



### Effective leadership

The purpose of this worksheet is to help you to manage your project's effectiveness and record evidence of this.

Remember: You need to collect evidence of how you're delivering the project as you go along (eg photos, recordings, diary or meeting notes)

How are you keeping an evidence log of your project? You could keep a diary, recordings, annotated photos, printed materials, details of meetings and discussions etc.

Below are a list of questions that you could ask yourself at regular points during the project to capture your progress. Print out multiple copies of this sheet and use as many as needed.

Date of reflection:

How have your leadership skills developed so far? Where have you applied your leadership skills?

Have you reviewed the project's process against your original plan? Have you had to make any changes?

How have you inspired and motivated others in your project? How are you working with and supporting others?

How are you communicating clearly and effectively with others? What communication skills have you used/developed?

What issues and challenges have you had to deal with? How did you handle these?

How have you gathered feedback from others about the project and your creative leadership abilities so far?