BOH4M - Final Conference Self Evaluation

**Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Assessment /20 T (Reflection) /10 K (Terminology)**

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| **A. Idea Generation and Decision Making Low High** | | | | | | |
| 1. Provided Functional Team ideas in class, meetings, and Wiki | **1** | **2** | | **3** | **4** | **5** |
| 1. Provided Divisional Team ideas in class, meetings, and Wiki | **1** | **2** | | **3** | **4** | **5** |
| 1. Always clearly identified problems and brought up solutions | **1** | **2** | | **3** | **4** | **5** |
| **B. Planning and Organizing** | | | | | | |
| 1. Completed individual deliverables on schedule & updated Wiki | **1** | **2** | | **3** | **4** | **5** |
| 1. Attended all team meetings and provided input and status | **1** | **2** | | **3** | **4** | **5** |
| 1. Kept an updated and organized conference Wiki page | **1** | **2** | | **3** | **4** | **5** |
| **C. Teamwork and Leadership** | | | | | | |
| 1. Helped other members of divisional team | **1** | | **2** | **3** | **4** | **5** |
| 1. Helped Functional Team Meet Goals | **1** | | **2** | **3** | **4** | **5** |
| 1. Contributed to Promotion of the Conference | **1** | | **2** | **3** | **4** | **5** |
| 1. Made and replied to comments on the Wiki | **1** | | **2** | **3** | **4** | **5** |

**Answer each of the following questions using full sentences:**

1. Discuss which key management skill you learned about during the project (describe the skill, how you learned the skill, why was the skill important, & how you can use the skill in future).

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1. Using management terms, describe one key contribution that you made for your divisional team. Be specific and include why the activity was important.

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1. Using management terms, describe one key contribution, beyond your job description, that you made for your functional team or the entire conference team. Be specific & include why important.

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1. Using management terminology, describe specific actions or activities that you would do differently to improve the conference planning, organization, and outcome in the following areas.
2. Functional Team Goals

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1. Divisional Team Goals

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1. Personal Development Goals

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