

PERSONAL SKILLS INVENTORY

Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
Adaptability (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed)	Internship means the learning phase where you face many complex problems on your work and most of the time you failed because of less knowledge & experience.	Here I have to focused on the solution how to overcome from these several problems. First of all, I need to much more focused on learning and getting guidance from mentors.	After getting the right knowledge and superb guidance from your mentor you must succeed on these particular problems.	
Analytical (e.g project where you had to perform detailed research and analysis)	Most of the time when we getting into a project, we face new problems. Due to lack of much idea and analytical skills we failed.	First of all, we need to understand the detailed project thoroughly according to our knowledge and experience and then we can take up guidance of the senior team members who are associated on that project,	After their useful advises and guidance we must get into the detailed analysis of the project.	
Communication (e.g convince someone of your idea, present complex information, get your point across)	Many of we face these problems anytime of our life when we have to describe something important to our clients during work period.	Communication plays a vital role in our life. Before getting into any type of job we need to strong in our communication skills from internet and enrolled in any spoken English Course. Mostly need self-practice in a daily.	Good Communication skill enhance our overall personality before anyone. Its give what we want to do.	
Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	Most of the time we can't able to initiate process that how to tackle a problem in our project. We simply get devastated can't able to anything due to lack of experience.	We have to pay attention towards the solution when facing a new problem at any time. If we can't able to solve it then we have to consult with our Team mentor and initiate our first step towards the problem and also need to gain experience from our Team Members on how they initiate a process.	Taking an initiative towards a problem gives us better result in our work and get appreciation from Team.	

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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	To communicate with some people and getting them into a work is going tough because of lack of confidence, skill and proper knowledge together them in a group.	People are influenced by our attitude, way of talking & presenting different things before them. This need be our strong point to gather them in a group and do some work with much efficiently.	We can see the result when a team put their efforts positively by following a leadership skill of a leader in the particular work.	
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	Its quite difficult when you have multiple responsibilities in an organization. You may lose your concentration while working.	First of all we need to divide our work smartly with a particular manner and noted down the problems with their solutions also in your Daily work Diary as you prepared, Always you need to maintained and organized it properly for your betterment.	When you maintained your work diary properly and organized it then you get the usual better result at the end.	
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	Generally we face many problems while picking any new project or work due to lack of knowledge and Experience. Because we have less problem solving technique.	We need to very much specified about the problems. We have practiced the problem solving technique continuously as well as taking the help of project Leader for the better results.	Association with Team members & project leader must give you the best results in your work. You can see yourself at a peak level of making understandable the problems of project work.	
Teamwork (e.g when you worked on a team to achieve a goal; conflict faced when working on a team; working	When you are working on a project the most common problem you faced that is work in a Team. Its happened due to lack of communication	Without teamwork things are not done in an organization or company so we have to focus ourself to get involved in Teamwork environment. Strongly develop the communication with other team members and communicate with them whenever any problem	After get involved in a Team Its having been a great impact in our life. We are very much disciplined when working under a team. We find out many	



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with a team member not cooperative)	,understanding other team members and belonging from different location.	occur and establish a good relation with them.	skills and Techniques from other Team Members.	
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