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)	Though I had worked as a shift incharge in my previous company,during that time the machine which is under my responsibility got break-down, since it was the biggest machine,which is contributing large in production and also there is a situation that there is no other spare machine to run, so there is huge pressure from management side.	Since it happened before the local holiday . I got permission to work on that day and arranged some persons for help and rectified the problem on the same day and gave the machine to the production on the next working day	Which results in no loss in production .	Adapted to all circumstances when it is necessary.
Analytical (e.g project where you had to perform detailed research and analysis)	During my final project in the python course , after completing my project I had planned to research how to improve my program more efficiently .	Searched a lot on the internet to improvise my program and requested my friend, who is already working as a python developer , to review my project . With his suggestion I analyzed which concept I needed to improvise more .	Got more clarity on the concepts where I need to do more concentration .	After completion of any work, analysis is needed to improve..
Communication (e.g convince someone of your idea, present complex information, get your point across)	Our machine got break-down, frequently due to poor quality of material purchased by our vendor team , due which production was affected hardly	So tracked and displayed the life of good quality hose while compared with the poor quality hose.And suggested to improve the quality of purchasing the product .	Management was convinced with my point and changed the vendor.	Need to communicate our points with proper facts.

Initiative	As the freshers are not aware of technical knowledge , we tried to educate them .	Planned a session once in a week , freshers should take a class on each topic for learning purposes.	This leads the freshers to learn the concepts quickly and easily.	By observing the problem around and to implement new things which will help those problems.
(e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)				
Skills Developed	**Challenge**	**Action taken**	**Results**	**Self-reflection/ Key takeaway**
Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	During my initial days , where I got promoted to handle a team . Got a challenge to assemble a machine which I was not familiar with.	With a team of 10 we started assembling the machine , after a few days I came to know that we had made some mistakes in assembling.	Rectified the mistake by dismantling and fitting it again . Which wasted our time .	Before leading a group we need to plan and then execute it . Which may helps to reduce the wastage in effort of others
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	At the same time two of our major production dependent machines got break-down.And there was a short in manpower	Divided the team into two and requested some manpower for other departments and diverted the team to each machine.	Which results in reduction in break-down time .	Need to plan according to the situation .
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	After 3 years of working in the mechanical field , I feel that I'm not satisfied with the lifestyle which I lived.	Planned to switch my career from the mechanical field to the IT sector . I resigned from my job and joined the data science course .	Currently pursuing the data science course.	Need to take the decision that we are feeling correct.

Teamwork	During my working days in my team there were some people who were not good in technical skills and not aware of theoretical knowledge .	Planned a session on a daily basis that those persons should take seminar on the topics given to them on previous day .	As a result all had learned and got familiar with each topic and got a sound knowledge on those topics.Since it was done as teamwork so it was completed quickly.	Teamwork will always be helpful and reduce the working time .
(e.g when you worked on a team to achieve a goal; conflict faced when working on a team; working with a team member not cooperative)				