| **Skills Developed** | **Challenge** | **Action taken** | **Results** | **Self-reflection/ Key takeaway** |
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| **Adaptability**  (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed) | After marriage, It was difficult for me to make a balance between career and family responsibilities. | I decided to manage both, I gave proper time to family as well as started working in a school as well. | It gave me confidence that If I try I can manage everything. | Time management skill I learnt |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | When I was teaching in school, I had given task of taking surveys for new admission in school. | For the task I had to go village to village, door to door and communicate with parents and students about school and studies pattern. | I had to do a lot of surveys to take new admissions | It improved my convincing skill to convince parents about school and studies. |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | When I was working in a Nutrition Company. I had to convince clients to take nutrition products to get fit and healthy. | I used to communicate with them, firstly I used to listen them, the health challenges they were facing, the lifestyle they were living and then by relating solutions to their problem I used to recommend products to them. | By doing it in proper way, I got pretty good results, most of my clients got convinced to take Nutrition Products. |  |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | When I was teaching in a school, I got to know that students are facing problem in communicating and are unconfident about asking doubts and problems. | I was a mathematics teacher, still I decided to help them with communication, so in my free time I started taking lectures of spoken English and personality development so that they can become confident. | Result was that, the performance of students improved, they became more confident and their interest in learning also increased. | I really enjoyed this process, and myself learnt so many new things in the journey of teaching them. |
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| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) | When I was in my college,I was given a project, and my team members were no so much co-operative, I had to complete the project on time to get good marks. | I took initiative to lead my team, I tried and talked to everyone to co-operate, I divided the work in small parts and gave it to every group member and asked to complete it in given time frame. | Result of this initiative gave us good marks and our project was best in our class. | I learnt to take the team in direction, to make them focus on the goal rather than other things and how to divide work and work in unity |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | When I was doing a certification course at Edyoda, I had to take care of multiple things at the same time,my family, a 1 year old daughter, household work and had to manage time for studies as well. | I made a schedule, prioritized my work, managed my time and handled all the things. | I was able to manage everything this way. | Learnt time management skill. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | I was facing problem in programming in college. | I decided to give some extra time to practice, I also joined a coaching class. | Result was my marks got improved and I also became good in coding. | Practice makes a man perfect, There is nothing we cannot achieve. |
| **Teamwork**  (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) | When I was in my college,I was given a project, and my team members were no so much co-operative, I had to complete the project on time to get good marks. | I took initiative to lead my team, I tried and talked to everyone to co-operate, I divided the work in small parts and gave it to every group member and asked to complete it in given time frame | Result of this initiative gave us good marks and our project was best in our class. | I learnt to take the team in direction, to make them focus on the goal rather than other things and how to divide work and work in unity |