MY ACTION PLAN

*Using the knowledge gained from this Module and your own personal experience, identify at least two things you want to improve in each of the four competencies. Once you have identified what you can improve upon, think of the steps you can take to make those improvements.*

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| **Competencies** | **What do you need to Improve?** | **What Steps Will You Take?** |
| Team Participation | 1. I'm more reserved than I should be, therefore I could absolutely do better in the communication part of this competency. 2. providing the group with more proposals of higher calibre while also facilitating communication. | I may concentrate more on attempting to network with coworkers in order to feel more at ease speaking in front of a group. I can also concentrate on brainstorming and culling ideas to find the best of the best for my proposals in order to contribute more in a group situation. |
| Giving/Receiving Feedback | 1. respecting others feedback and not to take it personally or get offended if its against my opinion 2. Give logical feedback with proper acknowledgement and logical thinking | By paying closer attention to what others have to say, viewing criticism more positively than negatively, and making an effort to comprehend others' opinions, I may work on these areas. I can also become used to soliciting feedback from other students and seeking advice on how to make improvements. |
| Conflict Management | 1. First and foremost is to manage my conflict and anger 2. Respect others about what day say and remind myself that its an institution not a place to conflict | expanding my knowledge of conflict resolution techniques, grasping how they operate, and honing their use in my daily life finding a conflict management approach that works for me and that I feel confident employing. For the benefit of the workplace I am now using, I also need to overcome my anxiety by learning to feel at ease approaching others I believe are doing improperly or wrongly. |
| Working Autonomously | 1. Be more attentive and do works and assignments on a daily basis. 2. Be attentive while picking up lectures and doing hands on work | I work more haphazardly than I should on jobs and assignments, which is fine, but I need to practise setting definite objectives and deadlines for myself, not just for the entire project but also for certain parts of it. I can do this by preparing a strategy for how I will approach a task, creating milestones I wish to reach, and seeing them through. Along with job and school, I can apply this to daily activities like cleaning, shopping, and banking. |