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| **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) | As I am from the civil engineering background, I went as an intern to a construction company. Challenge faced is we were assigned a task to count all the bricks,tiles,columns,buildings and all works happening. | We need to count the bricks and all. So I went to the workers who bring the material and clearly conveyed to them to note down the quantity. | The workers agreed to that and work was completed successfully and the count was correct. | Smart work is a key that I used and I’m still continuing which is helping me all the time. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | In my project, I used recycled aggregates as material that will reduce the cost of concrete. The main challenge is the recycled aggregates we used gave me less strength where it is not preferable for construction purposes. | I started doing all the tests to find out the problem. I collected lots of research papers, codebooks and get information from other resources etc. I tried every test to find the reason. | I did my part but it didn’t work out. After microscopic test it is got to know that it’s because of poor bonding. | Research helps me to know collect data, analyzing the data helps me to get a lot of ideas. |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | While discussing the project ideas for our graduation project,my teammates had different ideas which get completed with less work, I had a different idea that would help in our career growth and knowledge improvement. | I spoke to them and we divided the complex works into small parts and we did our parts, we completed the work with perfection and at the correct time. | Our project became the finest project for our batch and we got an ‘S’ grade in the project examination. | Speaking out helps us in every aspects. Whether the Idea is good or bad, just express and the results will be good. |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | Now I am working as a quality analyst in cognizant. My work is to detect frauds in payment platforms. Challenge is we employees close all the accounts with few fraud signals which cause the client damage. | I suggested an idea and convinced my client and team leaders not to close all the accounts and lay efforts to find the fraudsters instead Try to save a genuine account from fraudsters. Then the graph changed and everyone was impressed. | It worked and I got appreciation. | Taking initiative and expressing ideas, helps us to grow our careers. |
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| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) | It’s a cocurricular activity – I am the dance choreographer to flashmob conducted in our college for a national level fest. The main task is our team consists of all final year students with different timetables which made it difficult to teach all of them at a time. | I allotted work to some people from different departments asked them to collect their timetables and started practicing with them. I divided them into small batches and told them to make others learn the steps and to practice on weekends. I took the charge and helped them to learn. | Every member learned the dance steps and performed well. | Leadership means an unbiased, selfishness and smart combination. Where it’s not a person’s responsibility, it’s also a group of people’s responsibility. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritized tasks) | Currently, I’m having a tight schedule, from 7 am to 5.00 pm office work, 5:30 to 7.00 pm gym, and 7.30-9:30 pm edyoda program. There is no rest for me because of this schedule. | I started adapting to it and I took them as my responsibility and started planning my day and prepared my mind that I have to do this which helps in all my career, mental and physical well-being. | It worked but sometimes I feel stressed because of this schedule. | Planning and preparing for it gives u mental peace which helps to perform all actions accurately. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | I had a problem of anxiety and I was impatient where I won’t listen to the entire issue instead I start replying keeping in mind that I already faced a lot of issues in similar situations which lead me to mental stress. | I started a technique called the L.A.S.T method, Listen, Apologize, Solve and thank. It helped me in all my problems. | It worked well and I’m completely a gentleman now. | Patience, listening, and thinking are key to understanding things better and solving them. |
| **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) | 3 months back I am a reviewer and I had a conflict with my quality analyst of the same team. We had some disturbances and debates regarding the process. We are apart and the team environment is not that perfect. | Here communication worked for me. When there is a final interview for me to become a quality analyst he was the one who took the interview. We spoke well and sorted all things and I became the quality analyst. | After that everything is better and our team got high points compared to other teams. | Coordination and a connection with team people will help to complete the work at the given correct time with an accuracy of 100%. |