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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 civil background, I went as an intern for construction company . Challenge faced is we need to count all the bricks,tiles,columns,buildings and all works happening. | We need to count the bucks and all. But I neatly went to the persons who bring the material and asked them the quantity and noted it down. | It went successful and the court is correct. | Smart work is a key which is used and I’m 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 which will reduce the cost of concrete. Main challenge is the recycled aggregates we used given me less strength where it is not preferable for construction. | I started doing all the tests to find out the problem.i collected lots of research papers, code books and get information from Google etc. I tried every test but nothing worked and I can’t find the reason. | I did my part but it doesn’t worked out. After microscopic test it is got to know that it’s because of poor bonding. | Research helps me to know where and how I collect data, analyzing the data which helps me to get lot of ideas. |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | I have better idea than my friends in project. But they were in state of mind to complete the project by doing less work. Doing my idea helps us in career growth wise and knowledge wise. But they didn’t agreed. | I spoke to them and we distributed the complex works into divisions and we did our parts and completed the work with perfection and at correct time. | Our project became the finest project for our batch and we got S grade in project examination. | Speaking out helps us in every aspects. Idea is bad or good , just express and 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 quality analyst is cognizant. My working is to detect the fraudster in payment platforms . Challenge is we employees closing all the accs with few fraud signals which causing the client a damage. | I suggested an idea and convinced my client and team lead that don’t lays try to find the fraudster. Try to save an genuine accs from fraudster. Then the graph changed and everyone was impressed. | It worked and I got appreciation. | Taking initiative and expressing the ideas, helps us to grow our career. |
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| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) | It’s a curricular activity – I am the dance choreographer to flashmob conducted in our college . Main task is our team consists all 4 year students which makes a difficult to teach all of them at a time. | I alloted some people from different Years and collected their time tables and started practicing with them and told them to make others learn and on Satu and sund I took the charge and helped them to learn . | Every member learned the dance steps and performed well. | Leadership means unbiased, selfishness and smartness combination. Where it’s not a persons responsibility, it’s a group of people’s responsibility. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | Currently, I’m having a tight schedule, from 7 am to 5.00 pm office work, 5 30 to 7.00pm gym, 7.30-9 30pm edyoda program. There is no rest for me because of this schedule. | I started adopting to it and I took them as my responsibility and prepared my mind that I have to do this which helps in all my career, mental and physical well-beings. | 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 have a problem of anxiety and no patience where I won’t listen entire issue and I started answering because of that I faced lot if issues which will lead me into a mental torture. | I started a technique called 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 and thinking is a key to understand things better and to solve 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 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 me. When there is a final interview for me to became a quality analyst he is the one doing interview. We spoke well and sorted all things and I became the quality analyst. | After that everything is like butter and our team got high points compared to other teams. | Co ordination and a connection with team people will help to complete the work at given correct time with accuracy of 100%. |