PERSONAL SKILLS INVENTORY

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)	There was assessment for the job python task, I am graduated in mechanical engineering, and don't have any experience in coding, except in class	I accepted the task & I immediately started working on it I revised some of lectures from class I took guidance from teacher but even after I tried I had some errors in codes, bt I didn't gave up, after some try I found the errors	I completed that task within given time	I learned in this that if you are decided to do anything with focus, you can do it easily
Analytical (e.g project where you had to perform detailed research and analysis)	I last year of my graduation I took a project of composite material, which was not easy to complete because that subject faculty resigned from the job	So we were on our own to complete the project without having proper subject guide, we collected the previously published research papers, we searched for actual properties of that particular material, we were did trial and error method and completed the project	My project was very unique in whole class and very well performed	When things get harder for us, we learned how to survive in that situations
Communication (e.g convince someone of your idea, present complex information, get your point across)	During vacation my group was planning trip so we are debating about the destination where we shall go to	So I told everyone that trekking on Rajgad fort is good idea, first they said no, but after I told them about history of fort, and benefits of the trekking to our health and it was less costlier	Finally they approved on it very happily and we had a very memorable trip	Anything is possible if you able to tell it to others in the way that they can see it in the better understanding and broad view of the
Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility)	I our village there is temple but it was surrounded by the plastic bags and other wastages and our local government was doing nothing about it	So one day I decided to clean the area with some of my friends, and they agreed on it so we cleaned whole temple surroundings and dumped waste	So because of it villagers got awared about it and they took action and wrote the application to higher authority, from that time they were keeping dustbins there and cleaning it on time	When you start to do good things others will copy you and at least someone will stand with you definitely, you just have to start

Course Material

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Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)	To start small business, I convinced my colleagues to work on it	I told them my idea, plan of execution firstly it seemed to be very easy, when we dived deep into proper procedure for starting a business, we came to know that we have insufficient funds and parents were not supporting for it, so we decided to postpone the work and we stopped	We are not completed it but now we know the basic procedures and now second time we don't have to start from scratch	Leadership is not about forcefully applying your own decisions to other, but listening to others and decide what is best for all
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)	Organized a multiple events in college within a very short time period	Created a volunteers team to perform a multiple events in one day assigned different task to different teams and started working on it	Event completed successfully within given time	If everything is preplanned well and If you give priority to necessary things you don't have to regret
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)	I was very weak physically, during my college days, everyone was saying me that you are soo thin, so I have decided to work on my body	I was started going to gym and doing exercise regularly, sometimes I had feeling of giving up, as results taking time to show effects but I didn't gave up and continued to do exercise regularly	Now I am proud of myself when I look myself in the mirror	Just don't give up on things you started for better life, because one day it will happen
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)	During my graduation we have team of four members and we are working on our project	We discussed on that project ideas and decided one to work on and splited work to each on of us, so one of our team member was ignoring the task and was doing nothing about it so we asked him, he started arguing on it then we decided to do his work and told him if he wants to join later then he can	We had to work more but we finished our project within given time	You cannot do some things on your own, because you may be better at one thing but for other works or things you need a good team

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