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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) | I work in automotive embedded domain.  In the beginning of my career, I was assigned only with manual testing activities as I was not good at python to move to automation test team. I felt sick of manual testing which used to take so much of effort. | Learnt python and gradually started automating the manual testing activities and informed to my manager. | Now I’m in automation test team. | Focused on where I want to be and started working to achieve it. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | One task was assigned to me-Automating adaptive Cruise Control functionality test case.  So I had to go through all the documents related to it and understand the functionality and had to contact experts who has worked on ACC test to know more about ACC functionality and to automate it. | 1. Referred all the documents related to ACC test and understood its functionality. 2. Had to analyse under which scenarios it can be tested(like preconditions) 3. Contacted the experts who knows/has worked on ACC test | Successfully automated the ACC test and it saved lot of effort. | Quick learning and hard work made the impossible task possible. |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | We use IPE tool for tracking our work. Where start date, deadline and all the prerequisites will be attached for the testing task.  1.Project team creates the work item with some ID to us  2. Respective assignee from our team has to work on that task.  3. It had one limitation, that if project team changes the deadline in the work item, we will not get informed or noticed.  So every time we had to keep checking the workitem status in IPE tool. | 1.I observed this limitation of the tool and discussed with my peers and manager.  2. Contacted the person who is responsible for this IPE tool and get it fixed. | If project team/any one changes the planned date/deadline of the task , we get the auto generated mail. | Doesn’t matter if the problem is big or negligible, if it is affecting your task, then get it resolved. |
| **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 was asked to organize fun activities at the group level bi-weekly. | 1. Formed a team of 4 members who are interested in joining the Event team. 2. Informed them them to organize fun events bi-weekly in rotational order. 3. If one person is organizing the event, other 3 will co-ordinate. | Every one in our group will be waiting for this fun event and we enjoy a lot. | Having fun at work. |
| **Skills Developed** | **Challenge** | **Action taken** | **Results** | **Self-reflection/ Key takeaway** |
| **Leadership**  (e.g coordinated several people to achieve a goal, led a group but not successful) | I’m responsible for OPERATIONAL EXCELLENCE(OEI) at our department in the organization.  Every month OEI has to be 100% for our department .  It involves daily timesheet submission,  Project argreements, Travel settlement, Project closure on time.  So I have to keep informing the team to submit the timesheet daily.  And inform the team about the OEI updates if any.  Also have to inform all the manager to keep a track of project agreements and their closure. | 1. Instead of reminding everyone in our group for daily submission of time sheet, I added reminder in Outlook for everyone.   So daily they are submitting the timesheet.   1. Every month I will update the OEI percentage for our department and if in case it is less than 100%, I will take the necessary measures. So from next month it will be 100% | Every time OEI percentage for our department is 100% since I have taken up this responsibility. |  |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | I was assigned with 3 multiple tasks.  And all were high prio tasks and had to complete on time. | 1.Informed my Team lead and manager about the issue.  2.Set up common meeting between the project teams (who assigned the tasks) and test team(me, TL and my manager).  3. Asked 2 of the project teams for extending the time line. | Project team agreed for extending the time line of the task and I could work on all the 3 tasks parallely with less stress. |  |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | When I joined as a fresher, I was not given with proper KT from one of peer.  So, after the KT, when I had to work on live project, I faced lot of issues/difficulties in my first task. | 1. Setup a meeting with my senior who had given me the KT and with my manager. 2. Gave them the detailed presentation on what I learnt from KT and asked them if I missed anything to learn.   Noted down all the points which I missed in my first KT and learnt all those from another peer in my team. | I performed well in my 2nd task |  |
| **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) | As I work in automotive testing team, we should have  Good coordination between the project team(development team), hardware lab support team and model(who develops GUI of cars/vehicles) team. | Till now, I have never faced any issue with other team members.  We have good coordination. | We deliver good work with mutual coordination. |  |