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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) | While diploma internship in Hardware and networking I need to install OS in the new system. | I had installed OS but I don’t know how to do memory partition, so at that time I saw you tube videos and I had learned it. | Finally I had done with the installation and memory partition in a scheduled time with 100% accuracy. | Be alert while learning something new. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | In engineering final year project, my instructor had changed the project in the last minute. | At the time I don’t know about project details and technology so I went to the instructor and asks for help to complete the project, he explained but I didn’t get it properly. My team altogether did research about my project in online and analyse the process and technology used in project. | Because of the research only we did the project in small span of time and finally done with the project | Analytical skills are important because they allow people to find solutions to various problems and make concrete decisions and action plans to solve those problems |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | In my last job I had face an issue with manager because of the communication of language. I am not that much of fluent in English. | I had start talking in front the mirror and watching English lectures and movies. In this way I had learn professional English | Its a lot help me in the client meetings and now  I am very good at language and communications skill. Now I am working as Team lead in my organization. | Communication is the Basis of Organizational Functioning: Communication is the basis of organizational functioning. Communication is the heart of life in job roles. |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | In my graduation I had taken up a initiative for the project to give the seminar at the beginning of the day , my team lead is not well on that day so I had started the seminar instead of my team lead. | I had prepared in a few minutes for seminar and as well as I need to give my part of explanation in seminar. So I requested to the project honors to take one person help to give the seminar. | Finally I had done with seminar and my part of explanation about my project. | Be prepared for everything in our life and sometimes need to take an initiative from our side unfortunately or suddenly. |
| **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) | In my last organization there is a new lob and 5 members are allocated to that lob including me but there is no proper guidance to help us. | In that time we are dividing the sop file among the team and we prepared a notes for clear vision of processing steps but unfortunately we are not getting the whole things as crystal and clear | Because of this we didn’t get the quality in the work progress and even we didn’t reach the daily targets. | Leadership qualities plays an important role in career growth.Every workplace, whether large or small, needs to educate its own leaders in the practices of good leadership |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | In my school days I am the leader of my class and I need to conduct some events and tests and also I need to participate in that tasks. | So, I had work for some more time get into studies and as well participated in the events by taking a few volunteers from my class | Which was very helpful in my schooling to balancing the studies and tasks. | When an organization plans well, employees at all levels know what the vision of the company. Planning and organizing will gives a 100% accurate result. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | **My health was my biggest obstacle**. I had bowel issues all my adolescent life, and also problems with food allergy and intolerance, and some related health issues | But **I was brave enough** to try different diets, though I faced an opposition form my family and also the doctors weren’t supportive of such drastic changes | Eventually I found out that vegan diet, based primarily on cooked vegetables and legumes, works best for me | Smooth Learn Critical thinking is the one aspect you are going to use most in your life if you want to take your life from something that is just plain and simple, to the next level |
| **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) | While I am working with teammates we had one problem that is the process takes so much time to retrieve the data. | At that I made an macros with the help of 2 members in my team and the macros were approved by Manager. | Because of macros we are increased the speed of the work | Members of the team, work together effectively as a group with the aim of increasing productivity and performance |