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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) | In my previous company, as I was in a second shift in the assembly dept., and given less man power than required for my shift and work was increased 1.5 times due to the delay in the material we received for our process. | We worked overtime yet could complete only 60% of the work assigned. | We failed to complete the process on time and we were unable to supply the required quantity to the customer. | I learnt to accept the failure and work more efficiently. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) |  |  |  |  |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | Another good day added to the memory of our NGO team, we initiated the steps to educate school students regarding street animals and their well being. Initially, the challenge we were facing how to convey the message to the students in easy, understanding language. | As action speaks more than words. We brought up some activities like sharing them our daily routine of feeding animals by enacting it and showing them our cause and effect. | The response of the students and their school administration was over whelming. | It’s always good to be surrounded by young minds and share the useful information that can bring positive change to the society. |
| **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 previous company, in the month end there was a shortage of product to be supplied to the customer which was stuck in plating process. As I was in planning dept., it was my responsibility to move the product lot to the dispatch dept. and to achieve the given target. | Even it was not my responsibility yet I worked with the plating team and completed the process and moved the product lot to the dispatch dept. | We achieved the required target of the month. |  |
| **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 previous company, I led the team of 5 members where in our dept. we had to segregate the defective products and move the good products to next dept., but for one particular product the challenge was to do it in a single day. | We borrowed man power from other dept., and worked on it to complete the task. | By the end of the day, we were short of 10% of work to be done. So, we were unable to complete the work assigned. |  |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | Last winter, I volunteered at an NGO, where our team had planned to initiate the Food Donation Drive for Homeless. The challenge in front of us was to identify genuine needy people to serve. | With continuous efforts and rigorous ground work, we were/are constantly working on our initiative. We were/are confident of our work and the change that’s much needed. | The satisfaction derived by helping the needy gives far more happiness than possessing any luxury in life. | I learnt to become selfless and generous. To find happiness and satisfaction by helping the needy. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | Last summer, where our NGO team had planned to provide water for street animals and birds. We first tried placing mud pots but while our routine activity we found that those pots are getting broken by the people. | We later planned to implement the cement pots instead of mud pots and plan worked out. | Couple of instances during our routine activity has really touched us when we saw street animals quenching their thirst from the water pots planted by our team. | The only thing I learnt from these innocent lives is unconditional love. |
| **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 our last year of college, we had an event in which I volunteered in one of the team activity, The Treasure Hunt where we had to decide the riddles and hide the treasures. Keeping my point in front of my mates that to hide one treasure in HOD’s cabin, few were disagreeing saying HOD won’t agree with it, we need his permission. | We all went to HOD and convinced him to accept our thought but he was reluctant at first and later he agreed to it and so as my mates. | The event went well organized and all the participants enjoyed playing it. |  |