|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) | When I was working in previous company , I was allocated a new project suddenly, which I have found very difficult and failed to deliver best in first few weeks | I enquired rest of staff who work in same company in the same kind of project and done some research online to know more details about it and improved effective percentage gradually | With in few weeks of putting huge efforts , I was able to perform well in the project | Though you fail in initial days , it is necessary to keep on trying and putting our cent percent efforts , so that we can achieve the output |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | In my past company , one of your website’s landing pages has been underperforming in terms of sales. You’ve been tasked with identifying the problem and proposing a solution. | I have collected the relevant data, that company might want to start putting it together to look for patterns and anomalies, theorize, prepare an action plan, and communicated it to my team leader. | The research had helped my company to increase the sales and earn good revenue | Always try in your own way in any situation |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | After my Intermediate , I was about to join the college, my parents told me to take Mechanical branch in engineering. I was interested in ECE | I started convincing my parents about my interest , in initial days of disclosing my interest, there was not much communication between us, later on after continuous requests to my parents about my interest in ECE, I was able to convince them and join my favourite branch | After joining in my favourite branch, I was able to study well and hence got placed in startup company | No matter how against the situation is going against me, I started trying to change the situation and bring under my control |
| **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 had to**learn new teaching methods** in my last job. Let me explain. Before, in my only other job, I taught at a school with high level of discipline. You can spend hours lecturing and students always paid attention. That changed completely in the other job. I had **disruptive students in every class**, and children expected something more from their teachers. | **Instead of blaming them, I decided to take responsibility**, and try to make the lessons more engaging and interesting. Showing documentaries, inviting inspirational guests, and **applying new teaching methods**, such as flipped classroom or learning by playing. | I eventually **managed to win most students over**. They started to pay attention, because they enjoyed the lessons and played an important part in them. Of course, it didn’t work with everyone | I am glad that **I went out of my comfort zone** and learned something new. |
| **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) | "The company I previously worked for had many employees enrolled in school and I was in a department that had people that were about to graduate in the next three months. | I anticipated that most of them would be leaving the company soon so I began requesting to be assigned some of their more important tasks. I planned to redistribute the delegation of responsibilities gradually, starting with my work in order to minimize the effects of losing many employees at a time. After successfully taking on new duties, I proposed similar redistribution plans for upper management to implement throughout the company | Through these strategies, the company was able to transition from being fully staffed to understaffed with minimal loss in revenue and resources." |  |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | “Each day when I arrive to work, I create a to-do list for myself that includes the items I need to complete within that day. I order my list by level of importance and deadline so I can focus on the most critical and urgent tasks first while keeping all other tasks on the list to make sure they get done as well | I was promoted to team lead in my last position, so my work responsibilities shifted to include less background support and more client interaction. I adjusted to the change by starting each day by responding to emails. I made a daily list of clients I needed to contact and questions to answer.” | With the adjustment I made , I was able to handle additional responsibilities well and deliver my best. | Be ready to accept abrupt changes anytime |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | When I joined my previous company, there were specific units that had been on the market for months and hadn't been selling. | After analyzing the company's client demographic and surveying prospect feedback on the units, I decided to change our marketing strategies and our advertisement methods. We were conducting a lot of traditional marketing practices, posting flyers and hanging signs. I implemented digital marketing tools along with creating partnerships with local establishments to attract more prospects. | I was able to sell those units that had been on the market for over 180 days within 30 days." |  |
| **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) | In my previous company , we were a team of 5 allocated a new project, in which 2 persons are not taking the project seriously and therefore it affected our team efficiency. | I spoke to those 2 persons regarding inefficiency and neglected my word initially ,I continued to appeal them about performance and made them understand , how important this project is for both company and us | As a result, they started to put their efforts in projects and completed it on time | I learnt to be patient and continued trying to convince the others, which was positive. |