|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 started my first internship , I was overly eager to go the extra mile so much . so that I agreed to take an unrealistic deadlines with co workers . and I was late completing at least one task ,each week and my co workers were not happy with me . | After that experience , I devised a tracking system to make a sure how long each task would realistically take , and made sure never fell again . | I understand now that its better to give a longer timeline and be early to promise the moon and failed to deliver. | Its always good when you can show that you see yourself from other peoples perspectives . |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | I worked on a production team , where we needed to increase our production quantity as per our customer requirement. | I started daily meetings where the team could brainstorm and share our ideas for innovating and finding new production stacticts. | I worked with colleagues to put these ideas in to presentation .which we deliver to manager . | Always teamwork is needed to achive something new . |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | In my current job of production supervisor , I tried to convince my managers to change some manual process to automation for cost reducing and increase productivity. But they were stubborn and considered the existing system effective enough. | I didn’t give up . I prepared some visualization and doing some calculations and forecast by my laptop . I showed them exactly in numbers . | Finally they were convinced and change the manual process to automation. | Be confident  Introduce logical arguments. |
| **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 last job as a quality engineer , I still remembered that there is one product which was rejected by the customers sevral times for quality issue. | Then we ( Quality team ) decided to first identify the root cause of rejection rather than the looking at a problematic situation like customer is upset . try to break down and determine the problem by doing 5 WHYS analysis . | Finally we came up with a range of potential solutions. | Improve problem solving skills . it helps to approach each problems through a series of logical steps . |
| **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 current job as a production supervisor . my job is to lead a team 24/7. But real leadership skill show when a new product comes from customer for trial purpose . | I co-ordinate with the team and discuss with all team member sevral times to devlope that product . and we manufacture a sample lot for trial purpose. And send that to customer for trial purpose. | After tested by customer the product got rejected by them due to some quality issue . | We did why why analysis after that failure to rectify our problem . |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | In my current position I deal with deadlines daily . for an example such situation was recently when a customer placed a large no of order with slight modification and customer need modified product within one month but generally it takes 5 weeks time for modification of that amount of product. | I gathered our manufacturing team to come up with a plan, and we decided to contact our suppliers if they could deliver the needed parts for us to modify our product. This already saved us three days. Next, we asked our quality control department to inspect and audit the modified products as it ran on our production lines. This saved us an additional two days that we needed to meet the deadline. | we were able to ship the products in time and ensured that we met the customer deadline. | Team work and communication skill are key in these situation . |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | In my current workplace For me the most challenging thing was to**make a good connection with my manager**. We weren’t the same “blood group”, had different opinions on many important issues, which resulted in daily conflicts in the workplace. Now, I do not want to blame them, or even myself for the situation. We simply had a different perspective on many issues, and it showed up in work | Eventually I managed to suppress my feelings and ideas, and **we somehow cooperated together.** | And it could work for long time. | Ability to identify the problem and implement the best solution . |
| **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 current job as a production supervisor which made me responsible for handle the team in a proper manner . I notice that one team member always had a defensive attitude and always come late for company and not commited to work also. | I decided to discussed to him to know about the problem and encourage him to come in time and be commited to work always. | After that discussion I realized that team member mood and behaviour changed and didn’t feel overwhelmed with work. | . The experience taught me the importance of listening to other parties. |