# PORTAL UPDATES

<u>Scheduling System:</u>     A new scheduling system has been introduced in order to enable scheduling of sessions and monitoring and tracking all sessions. Please find below a "Standard Operating Procedure" for the same:-

- Once the session date & time is confirmed after our discussion, you will get an SMS on your registered mobile number.
- Log in to your portal and you will find an "Upcoming Sessions" card.
- You will have to click on accept the session on the CDF Portal.
- Once the session accepted, CDF, Shadow CDF & student will receive SMS about the upcoming session.
- Once the session is accepted, the graph & report will be available to the CDF on the Portal for their analysis.
- Your session details will be available in "**My Sessions**" Menu option.
- Reminder will be sent to CDF, Shadow CDF & Students a day before the session.
- Once the session is completed you will need to go into "**My Sessions**" and click on OTP
- OTP will be messaged to the student/parent, they will share it with you, please enter the OTP shared with you on the CDF Portal. (OTP will take 2-3 minutes please don't keep clicking)
-  This process is important to ensure that the session is marked as completed so that pay-out can be released. Hence please ensure that this step is done immediately after the session.
- Please inform parents or student that they can view the report on their Portal only when they fill up the feedback form.
- Bank details are made mandatory, request you to update the same.

Please be noted of changes in our new workbook.

# 1. MY PERSONAL STYLE

What is he like?" As social beings, we are continuously interested in the behavior and personality of those we meet. We are curious if someone is quiet, honest, proud, anxious, funny, indifferent, perceptive, or introspective.



These characteristics influence our experience of others and affect the quality of our relationships with them. When these characteristics tend to persist to varying degrees over time and across circumstances, we tend to think of them as personality.

Certainly, we informally evaluate others' personality all the time, but here we do the clinical assessment of personality using psychometrically robust tools.
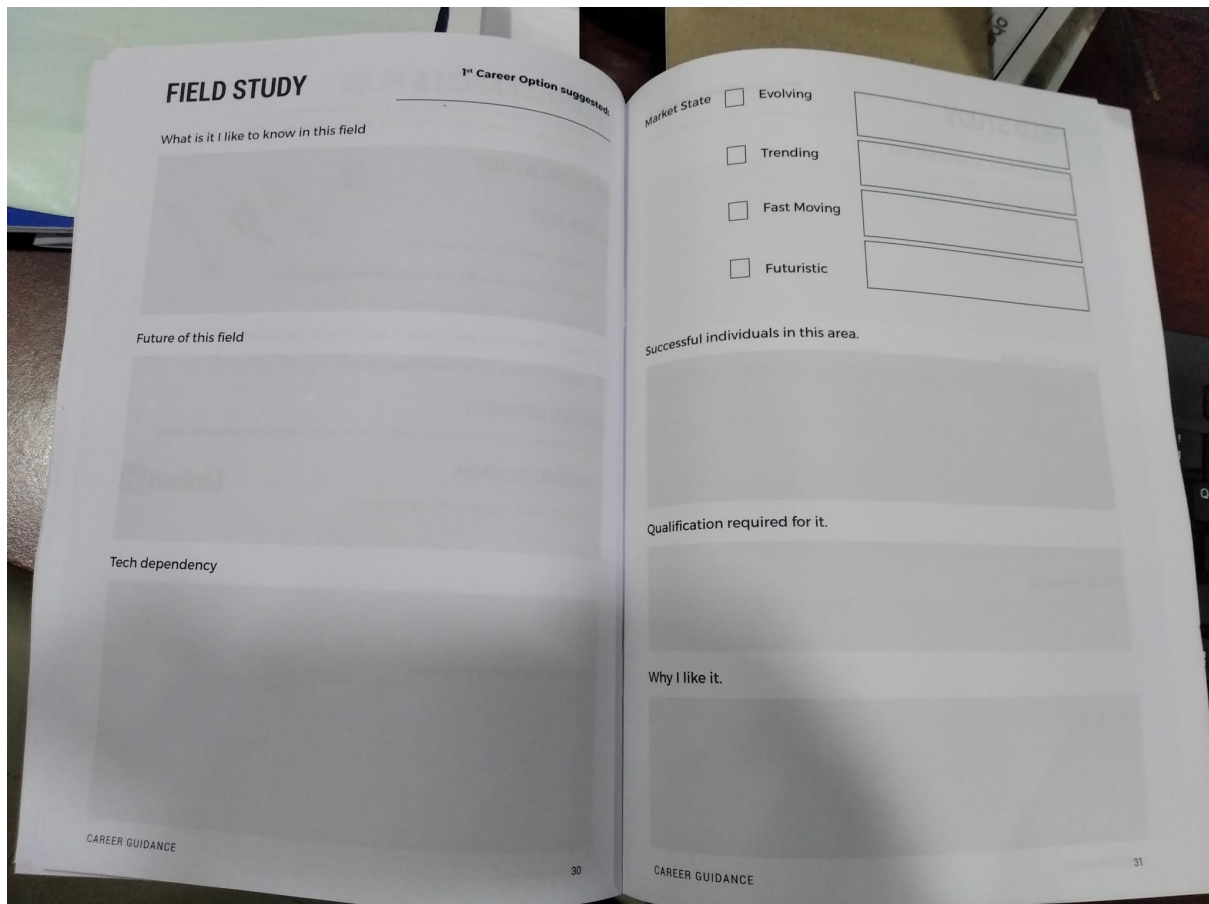
❞ Style is a reflection of your attitude and your personality.
-Shawn Ashmore

A fair share of dropout or career failures can be attributed to the mismatch of personality ability and interest mix of the individual with the career demands. As a result of no career guidance or counseling the result is towards a low employability and low national productivity.

## My Personal Style - Strengths

| | | |
|---|---|---|
| | | |

# FIELD STUDY

1st Career Option suggested: _____

What is it I like to know in this field

Future of this field

Tech dependency

Market State

- [ ] Evolving
- [ ] Trending
- [ ] Fast Moving
- [ ] Futuristic

Successful individuals in this area.

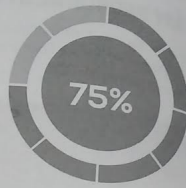Qualification required for it.

Why I like it.

Ask the student to research according to this page.

## 2. MY PERSONALITY TRAITS

Personality has been viewed as source of person's attitude exhibited on the workplace over the years.

Research Propositions have been made about different kind of personality traits having relevance with nature of job/role/ career requirements. Aligning personality traits to career demands can help the personal in achieving a fulfilling career.
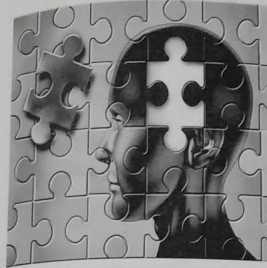
**75%**

### My Personality Traits

| My Personality Traits | My area of Advantage |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

| Motivators (What motivates me) | General Abilities (What I do well) | | |
|---|---|---|---|
| Type of Leadership | The way I set Goals | The way I Study | The way I Communicate |

## 3. MY MENTAL ABILITIES

The underlying goal of general mental ability tests is to assess your potential in terms of their overall intellectual potential and build your profile individual strength. There is a body of research to suggest that cognitive/mental abilities are a strong predictor of job performance and that the validity of this predictor rises as the complexity of the career rises. Tests of general / global mental abilities attempt to measure your ability to solve problem, analyse, understand and adapt to new situations or challenges. Hence these abilities would help you make an entry into careers but would not necessarily help you grow. Mental abilities can be sharpened by practice and persistence.

### My Mental Abilities

| Mental Abilities | Creativities |
|---|---|
| | |
| **Physical Abilities** | **Skills** |
| | |