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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 the starting of Job. My manager give me different technology work that I’m not used before that .And I’m not able to complete the work on time . | I’m start learning about the topic from Internet after that I’m take some help from my team member. | I have completed 90 percentage of work on time . and say I need more time to complete the remaining work. | I’m not panic. That’s I able to complete my first task |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | In that project I faced to find the key point to combine my research . | I’m taking help to my senior team member, | I’m able to completed my research | Sometime don’t hesitate |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | In a meeting . I’m present the project . but I’m able to present my point | I’m taking some break time .After that I have learnt lot about the topic . and present a complete speech. | Initially I feel I’m not able present my point . but after the I complete present my topic | Take your time |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | Whenever I have extra time . I’m looking for challenges and problem even though not my responsibilities. | I’m taking help from internet and learn about the topic. And tried to solve the problem | Learn to new things | I feel very confident and proud. |
| **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 a project they assign me as a team leader . but I have no experience to led a team . I’m faced to assign work to individual team member. | At this time I’m taking to manager and taking some advice how to handle all the team member smoothly | By this I easily coordinate to all the team member. | I realized leader ship quality is very important factor for carrier. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | In a project I’m faced the tight timeline problem.  At this they assign me in three projects . simultaneously. | At this first thing I do is I divided the projects with specific timeline in a week . | By this technique I’m easily overcome to problem of tight timeline | It is very important how to use your time effectively |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | In my last project I’m faced communication obstacle. Because my client is from U.K . due to accent of client I’m faced problem to understand. | At this time I’m start watching movie and shows in UK accent with subtitles. | By the action that I’m taken . I’m able to understand client requirements. | Always ready to learn new things. |
| **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 second project I’m faced that where team member are not cooperative. | At this time I talk to team member and tried to explain them what the benefit of team member quality roles in a project.  If you are not work together . we do not able to achieve goals. | They understand .we achieve a goal | Whenever you face problems don’t give up .try To solve them |