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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) | When I was working for the present company, I had a situation to move the changes to production within a week of the request. As I am new to the team, I don’t know much about how to proceed with the request and I have less time. | I have coordinated with the users and take the help of my team members and the internet whenever I am struck. I am trying to cool down and focus on work rather than pressure and deadlines. | At last, I am able to make the changes within the time frame. | What I learnt from this situation is that instead of wasting time thinking like I don’t know anything, instead gather the information and ask others for help if we don’t know about it. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | When I was in college, for final year project I am the team leader. One of us suggested one idea and other suggested another idea then we had a conflict which to implement. | All our team members discussed which idea is good and which has more pros and which is budget friendly. We have analyzed the each idea in detail. | We analyzed the 2 ideas and finalized one solution. |  |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | When I was in college, for final year project I am the team leader. One of my team member not attended meetings properly and not coordinated with everyone. | I had a talk with her about the situation and why she is not able to attend meetings and why she is not coordinating with others. | I am able to convince her. |  |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) |  |  |  |  |
| **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) | When I was in college, for final year project I am the team leader. One of my team member not attended meetings properly and not coordinated with everyone. | I had a talk with her about the situation and why she is not able to attend meetings and why she is not coordinating with others. | We as a team finished the project | We should initiate the conversation with others if we have a problem with them and let them know what our problem is. Then we can solve the differences with others. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | When I was working for the present company, I had a situation to move the changes to production within a week of the request. I need to get multiple internal approvals and user acceptance testing approval within few days. | I have planned what to do first and what next and all. | I have finished my work within the time. | Planning and time management is important in any work. |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | When I was in college, for final year project I am the team leader. One of us suggested one idea and other suggested another idea then we had a conflict which to implement. | All our team members discussed which idea is good and which has more pros and which is budget friendly. | We analyzed the 2 ideas and finalized one solution. | How we can solve the problem and how we see the problem is important |
| **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) | When I was in college, for final year project I am the team leader. One of us suggested one idea and other suggested another idea then we had a conflict which to implement. | All our team members discussed which idea is good and which has more pros and which is budget friendly. | We as a team finished the project | Communication with team members is important. |