|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) | Handling Customer Audit when senior staff on leave | Prepared all audit related documents in one hour and present a data to customer with zero non conformance | Confidence increased to face any audit with fear | I am satisfied with this all things which I do everything with the absence of seniors. |
| **Analytical**  (e.g project where you had to perform detailed research and analysis) | NA | NA | NA | NA |
| **Communication**  (e.g convince someone of your idea, present complex information, get your point across) | I felt to lot of difficult to convince my ideas during meeting in my team | I try to handled people according to their ideas and I added both of us ideas to our projects and explore the things more | I got very positive feedback & positive interaction with people | I an happy with things that I successfully convince the people and they like my way |
| **Initiative**  (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not your responsibility) | Sometimes be a situation that time I want to initiative myself | At this situation I handled the situation and I also focus on the people onion and then I being proceed move on if the situation like not was comes to participate in particular if any issue occur so at that time I am trying participation in that. | People wish me to came as initiative | I am glad to initiative my self |
| **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) | There ia s biggest challenge to coordinate with the people as an leader I experience the most | I interactive with people I motivate them about work I work with them to archieve goals sometime if failure happens I find the way as an team leader without disappointing someone | The thing worked for me as an leader I got positive response drom people | I am trying to improving myself in leader that helpful in future. |
| **Planning & Organization**  (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks) | For particular task management which is more imp that I faced | I planned to particular work by involving by teammate and discuss about time management and assign particular work individually according to work and time period | I got success in planning sometime I disappoint but I handled it. | I want to improve in this and more work on time management |
| **Problem-solving skills**  (e.g talk about a problem/obstacles faced to reach a goal and how you solved it) | It is important to solve issue regarding work | I found the solution by disscussing with seniors and work on it. also trying to resolve with my own | I resolved issue and got succeed in that sometime failure happens but i never disappointed | Work smart to resolve issue within time. |
| **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 customer compliant received for particular product and problem not find on that time and feed ok product without any time loss | I found solution by building team to solve problem after finding solution we take immediate action and feed the ok product without any loss and zero defect. | I release that Teamwork is most important for identified problem | Customer satisfaction  Improve my skill to work better in team |