ABILITY ENHANCEMENT COURSE

Student Personality Inventory Note book



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**ABOUT ME**

1. **What SITUATIONS give me the most trouble? List any 3.**

1.1.

1.2.

1.3.

WHY do these situations trouble me?

1.1.

1.2.

1.3.

1. **What sort of PEOPLE make me feel that I lack confidence? List any 3.**

WHY?

1. **What SITUATION(S) would I like to master? Why?**
2. **What situations am I particularly GOOD at?**
3. **What is the ONE thing that I would like to CHANGE about my appearance / personality?**
4. **How do I describe myself to people?**
5. **How will my FAMILY & FRIENDS describe me?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Self Analysis - MarkYourselfonaScaleof1 to10** | | | | | | | | |
| 10 | I am Perfect. |  | Perfect with Relationships. |  | I am too Confident. |  | Who cares, I am the Best. |  |
| 9 | I am Very Good and ARTICULATE |  | Not Scared of Meeting New People; Many Friends |  | I Believe in myself and I take CHARGE of situations |  | Well, I think life is also about disappointments but I LEARN and MOVE Ahead |  |
| 8 |  |  |  |  |
| 7 | I am reasonably good at holding a conversation |  | I Have my own Friends' Circle and open to meet new people |  | I Believe in myself BUT sometimes I DOUBT my abilities |  | It is disturbing, and I am hurt but I have to get going |  |
| 6 |  |  |  |  |
| 5 | Average, not very Fluent |  | I think TWICE about meeting new people |  | I am Confident, or do others say that am I not? |  | I don't like being Rejected, am I that Bad? |  |
| 4 | I need Help to Speak Correctly |  | I am little Scared in Meeting New People, I have SELF-DOUBT |  | There is MUCH Self Doubt in my Abilities |  | I feel it is the end of the world for me and have trouble moving forward |  |
| 3 |  |  |  |  |
| 2 | I face difficulties in Understanding and Speaking English |  | I Don't have many friends, I am very scared to interact with New People, I am VERYLONELY |  | I feel scared to do many things. I feel I will not live up to the expectation of the people or the work given to me. |  | I get ANGRY and BROKEN but I will have my REVENGE and will not be the same again. I HATE EVERYBODY |  |
| 1 |  |  |  |  |
| 0 |  |  |  |  |
|  | My Spoken English | | My Ability to Socialize | | My Self Confidence | | Do I Fear Rejection | |
|  | **STUDENT'S SELFASSESSMENT** | | | | | | | |

My Time Management Log Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Map out a typical workday | | | |
| Time | Activity | Quadrant | Alternate Time Saving Activity |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

My Quadrant Analysis

|  |  |
| --- | --- |
| Q1 – Imp / Not Urg | Q2 – Imp / Urg |
| Q3 – Not Imp / Urg | Q4 – Not Imp / Not Urg |

My Goals Work-page

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Period | Area | **Goal** | **Action Step** | **Target Date** | **Proposed Evidence** |
|  | Academic |  |  |  |  |
|  | Social |  |  |  |  |
| This | Health |  |  |  |  |
| Year |  |
|  |  |  |  |  |  |
|  | Family |
|  | Personal |  |  |  |  |
|  | Career |  |  |  |  |
|  | Academic |  |  |  |  |
|  | Social |  |  |  |  |
| Final | Health |  |  |  |  |
| Year |  |
|  |  |  |  |  |  |
|  | Family |
|  | Personal |  |  |  |  |
|  | Career |  |  |  |  |
| On the Concept of **S.M.A.R.T** | | | | | |

TrainerAssessmentoftheStudent(General)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sure of self & inspires confidence in ability | Feels very sure of self without cockiness | Reasonable assurance | Hesitant or over-bearing | Timid and / or cocky |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Self-Confidence | | | | |
|  | | | | |
| Superior ability to express self | Logical, clear & convincing | Gets ideas across fairly well | Some what scattered | Confused& illogical |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| General Communication Skills | | | | |
|  | | | | |
| Immaculate | Evidently careful of appearance | Generally neat in appearance | No evidence of special care | Poor appearance, unkempt, slouchy |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Personal Appearance & Personal Grooming | | | | |
|  | | | | |
| Mingles well, approachable, life of a gathering |  | | | Too Shy and Reserved |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Interpersonal Skills | | | | |
|  | | | | |
| Superior abilities |  |  |  | Scared, motionless |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| General Body Language | | | | |

Total Points Received /50

Concluding Remarks of Trainer

Trainer Assessment of Student’s Presentation Skills (Verbal)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Superior ability | Appropriate | Balanced | Needs Improvement | Lack of / incoherent |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Clarity in Spoken Word | | | | |
|  | | | | |
| Superior ability |  |  |  | Lack of |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Language Proficiency | | | | |
|  | | | | |
| Appropriate |  |  |  | Too slow/too fast |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Rate of Speech (General) | | | | |
|  | | | | |
| Not Evident |  | | | Evident |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Mother Tongue Influence (MTI) | | | | |
|  | | | | |
| Clear & Systematic |  | | | Jumbled / shifting |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Thought Development | | | | |

Total Points Received / 50

Concluding Remarks of Trainer

Trainer Assessment of Student’s (Non-Verbal) Presentation Skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Superior ability | Appropriate | Balanced | Needs Improvement | Lack of/ excess |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Gestures | | | | |
|  | | | | |
| Superior ability | Appropriate | Balanced | Needs Improvement | Lackof/ excess |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Postures | | | | |
|  | | | | |
| Superior ability | Appropriate | Balanced | Needs Improvement | Lack of / excess |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Eye Contact | | | | |
|  | | | | |
| Confident and relaxed |  |  |  | Scared/frown |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Facial Expression | | | | |
|  | | | | |
| Able to connect & audience in rapt attention |  |  |  | People are bored / on a self ride |
|  |  |  |  |  |
| 5 | 4 | 3 | 2 | 1 |
| Rapport with Audience ( Presentation Skills ) | | | | |

Total Points Received /50

Concluding Remarks of Trainer

Final Pen Picture

(Assessment done By Trainer)

Top3 Areas of Development

1.

2.

3.

Most admirable quality in the student

Score Attained

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General (50) | Presentation Skills – Verbal (50) | Presentation Skills – Non-Verbal (50) | Test of English Language (50) | Total (200) |
|  |  |  |  |  |

Trainer’s Name & Signature Date

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A- Jeevan Yatra (based on class activity)**

Where do you see yourself from now ?

In One Year

In Two Years

In Five Years

In Ten Years

**B- List your stake holders and their genuine Expectation**

|  |  |  |
| --- | --- | --- |
| Sn. No. | Name of the Stakeholder  (people / institution) | Genuine Expectation/s from you |
| 1 | Country |  |
| 2 | Society |  |
| 3 | School | . |
| 4 | University |  |
| 5 | Parents |  |
| 6 | Self |  |

**(C) My Vision Statement**

**( Reason for existence-How would you be remembered )**

**My Mission Statement – MY GUIDELINES FOR ACHIEVING MY VISION**

**a.**

**b.**

**c.**

**My mantra in life** (1- 2 lines )

**D- My Goal**

(Note: for the point Attainable / achievable Kindly consult your Domain Faculty)



1. Where do I see My -Placement on completion of degree )?

**SMART GOAL** ( Company, salary, location , designation):

2. **VACATIONS** **GOAL** : Dec 2024 (the Project / internship )?

**SMART** ( Company, Stipend, location , key points of internship):

3. **GOAL** : Jun  2025  (the Project / internship )?

**SMART GOAL** : ( Company, Stipend, location , key points of internship):

3. **GOAL** : DEC 2025  (the Project / internship )?

**SMART GOAL** : ( Company, Stipend, location , key points of internship):

**PRESENTATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EMERGING**  **(0-25%)** | **DEVELOPING**  **(25%-75%)** | **MASTERY**  **(75%-100%)** |
| **RELEVANCE/KNOWLEDGE OF CONTENT** |  |  |  |
| **ORIGINALITY OF CONTENT** |  |  |  |
| **TIME TAKEN** |  |  |  |
| **COMMUNICATION SKILLS** |  |  |  |
| **BODY LANGUAGE** |  |  |  |

**E- MY SWOT Analysis**

|  |  |
| --- | --- |
| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Threats** |
|  |  |

**STUDENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | EMERGING | DEVELOPING | MASTERY |
| **ATTENDANCE** | **0-75%** | **75-90%** | **90-100%** |
| **REGULARITY IN SUBMISSION** | **10-0 DAYS** | **3-10 DAYS** | **1-3 DAYS** |
| **COMMUNICATION SKILLS** | **0-2 MINS** | **2-10 MINS** | **10 AND ABOVE** |
| **MAINTENANCE OF WORK RECORDS** |  | **REGULARITY** |  |
| **RESULTS OF ASSESSMENT** |  | **SCORES** |  |

**(F) My Abilities (1-9 scale): Reference(online mock / Internal aptitude test)**

**( \* compulsory )**

1. Number aptitude (\*)
2. Verbal comprehension (\*)
3. Perceptual speed
4. Reasoning (\*)
5. Spatial visualization
6. Computational
7. My Skills  (1-9 scale): Reference (grades of certification  )

|  |  |  |
| --- | --- | --- |
| Sn. No | Skill | Certification Name( grade) /Project |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**My Personality traits ( Reference 16 PF/ MBTI)**

|  |  |  |
| --- | --- | --- |
| **Sn. No** | **Trait** | One incidence (of any 4 you wish to highlight during the interview) |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |

**My Personality – Job Fit ( Use online test  )**

**My Values**

**(Reference Rokeach survey)**

My Terminal value is the one you would like to live with the most :

My Instrumental values ( Top 5 ) are (Highlight core value – 1 highest ,2 next and so on)

**1.**

2.

3.

4.

5.

**(G) Detailed plan for achieving my SMART GOAL**

**(H) CV as it will look for final placement**

**(kindly attach two CVs of employees working in a similar Profile/  having a similar background as that of yours )**

**(I) CV as it will look for Summer internship**

**(kindly attach two CVs of interns working in a similar Profile )**

BODY  LANGUAGE

|  |  |  |  |
| --- | --- | --- | --- |
|  | EMERGING  (0-25%) | DEVELOPING  (25%-75%) | MASTERY  (75%-100%) |
| **SPOKEN SKILLS (50)**   * **FLUENCY** * **PRONUNCIATION** * **VOCABLUARY** * **VOICE MODULATION** * **CONTENT** |  |  |  |
| **RESUME WRITING (40)**   * **CONTENT** * **PRESENTATION** * **APPROACH** * **OBJECTIVE** |  |  |  |
| **BOOK REVIEW (30)**   * **CONTENT** * **ORIGINALITY** * **PRESENTATION** |  |  |  |
| **GROUP DISSCUSSION (40)**   * **INVOLVEMENT** * **ACTIVE LISTENING** * **CONTENT/ KNOWLEDGE** * **TIME MANAGEMENT** |  |  |  |
| **BODY LANGUAGE (20)**   * **POSTURE** * **HAND GESTURES** |  |  |  |
| **PRESENTATION (60)**   * **CONTENT** * **ORIGINALITY** * **PPT VISIBILITY, CLARITY & ORGANIZATION** * **REFERENCES** * **TIME LIMIT** * **CONFIDENCE IN ANSWERING QUESTIONS** |  |  |  |