

SKILL SCORECARD

Name: **MAPULA, Paul Vincent**

Location: **San Miguel, Manila**

Program Name: **Employability Skills – JobReady**

Score: **96 %**

COMPETENCY	SCORE	KEY SKILLS
Effective Speaking and Listening Skills	100%	Give and Seek Opinions Effectively Workplace Conversations Active Listening
Impactful Writing Skills	100%	Constructing Meaningful Sentences Describe Experiences Effective Purposeful Writing
Self-Presentation	100%	Making a Great First Impression Non-verbal Communication Group Discussions
Self-Management	100%	Emotional Intelligence Self-awareness & Growth Mindset Time and Stress Management
Interpersonal Skills	80%	Teamwork and Networking Conflict Management Gaining Acceptance and Negotiating
Problem Solving & Innovation	90%	Critical Thinking Decision Making Creative Thinking
Professionalism	100%	Adaptivity Quality and Result Orientation Workplace Awareness
Customer Centricity	100%	Customer-focused Mindset Customer Lifecycle Customer Relationship Management
Work Productivity Tools	100%	Computer Fundamentals Microsoft Suite Essentials Effective Information Search Online
Online Communication & Data Security	100%	Online Meetings & Communication Internet Safety Organizational Data Security
Financial Literacy	90%	Banking Basics Money Management Financial Concepts
Start-up Mindset	90%	Who is an Entrepreneur? Establish Startup Mission and Vision Leadership and Ownership
Introduction to Entrepreneurship	100%	Types of Enterprises Business Planning and Marketing Business Accounting