

Name of the student: Vijay Rajan
Class -Section: X-A

Student's Age: 15
Date of test: 28/11/2011

SoftSkills Assessment Report

Summary:

1. Vijay Rajan, generally, takes delight in sharing his thoughts with others. He can clearly state his purpose and ideas, and communicate accurately.
2. Normally, his inner tolerance allows him to function and respond accurately under stressful situations. It helps him to make constructive changes in life and work.
3. Generally, Vijay Rajan lives and acts in the present. He is sensitive to himself and his surroundings. He remains level-headed, responds fast to situations and quickly recovers from setbacks.
4. As a general rule, Vijay Rajan takes his decisions after much reflection and therefore once a decision is taken, he sticks to it. He has a consistent set of priorities and values.

SoftSkills Assessment Report

Detailed Score:

S.No	Name of Soft skill	Score (Out of 5)	Descriptive Indicator
1	Self Awareness	3.0	He is sensitive to what is going on inside and around him in the present moment and can well respond to the situations he faces.
2	Problem Solving	2.0	He is an average trouble shooter. He needs to pay more attention to what is to be avoided.
3	Decision Making	3.0	He is competent at making well considered decisions without any external influence.
4	Critical Thinking	3.0	He shows a good ability to process ideas and concepts. He can evaluate data and propose solutions.
5	Creative Thinking	1.0	His capacity to generate new ideas and concepts needs improvement.
6	Interpersonal Relationship	2.0	His skill in building relationships, understanding and mutual trust between himself and others is of a medium quality.
7	Effective Communication Skills	4.0	He possesses an excellent ability to listen carefully, express himself effectively, build rapport and communicate accurately.
8	Empathy	2.5	His capacity to identify with and understand other people's situations, feelings and motives is quite satisfactory.
9	Team Skills	1.5	He could do well with better team skills. He needs to share his knowledge and build good group relationships.
10	Managing Emotions	3.0	His power to balance emotional responses and rational behaviour is appreciable.
11	Dealing with Stress	4.5	His ability to function effectively under pressure is outstanding. He has very good coping skills.
12	Curiosity	2.0	He displays some interest to explore, investigate and learn about people, activities and things.
13	Goal Orientation	2.0	His goal orientation is mediocre. He seldom likes to set challenging tasks.
14	Helping Attitude	2.0	He is capable of understanding the needs of people. He tries to be helpful.
15	Initiative	3.0	His power to initiate action is very satisfactory. He observes what needs to be done and does it.
16	Leadership	3.0	He shows a good ability to focus on common goals and achievement. He can energise and motivate the group.
17	Methodical	2.0	He has a reasonable capacity to work in a thorough and organised way. He may adhere to a set of guidelines and procedures.
18	Responsibility	2.0	He possesses a moderate sense of responsibility for his actions.
19	Self Confidence	2.0	His ability to realistically assess and trust his capabilities is average.
20	Self Motivation	2.0	He shows a moderate level of self-motivation. He needs to focus his strengths, beliefs and desires on the task at hand.

SoftSkills Assessment Report

Guide for Improvements:

S.No	Name of Soft skill	Guide for improvement(Teacher/ Parent)	Guide for improvement (Student)
1	Problem Solving	<ol style="list-style-type: none"> 1. Instruct on WH questions which includes WHAT, WHY, WHEN, HOW, WHO. 2. Ask them to practice these WH questions for every Problem/ Activity. 3. Observe the results on daily basis. 4. Encourage them. 5. Make this approach as their's habit. 	<p>Steps for problem Solving: Identify the specific problem & create a one sentence description. What are the possibly causes What are the possibly solutions What is the best solutions Create an implementation plan</p>
2	Creative Thinking	<ol style="list-style-type: none"> 1. Ask them to do something different. 2.create curiosity while teach. Because it makes them to think in a different way. 3. Suggest them some books or news papers to read everyday. 4.Recommended to use Mind Maps to get more ideas or conduct team activites to brainstorm about any topic. 	<p>Creative thinking could be improved by 10 ways Look after your self, Do something different, Be curious about your world around you, Read a book on something you previously had no interest in, Do something childlike once in a while, create/ prepare quiet time for yourself everyday, Ask what if questions, We often make assumptions, Write and storyboard your life and talk to people you routinely ignore or dismiss.</p>
3	Interpersonal Relationship	<ol style="list-style-type: none"> 1. Make them to understand the meaning of interpersonal, intrapersonal skills. 2. In communication process we aren't only involving our self but also we should involve others. So that could be done through the relationship what do we maintain with others. 3.Change the Attitude from I to WE. 4. Conduct more team activities with two or more people to know about eachother. 5. Do this atleast 3or 4 times in a week sothat they can connect to external world easily. 	<p>Interpersonal Relationship means communication between you and external world, might be you, your friends, relatives, boss, teachers, dweeler, neighbours,etc. Here are some tips to improve your interpersonal skills Don't criticize, condemn or complain about people, Appreciate people, Solve your own problems by solving other's problems, Begenuinely interested in others, smile, Be a good listener, Make otherss feel important, Avoid arguing, and understand that you really aren't always right, If you're wrong admit it, Save your anger and Suggest but don't tell.</p>
4	Empathy	<ol style="list-style-type: none"> 1. Empathy comes only through understanding other's emotions. 2. Ask them to listen to others most of the times. 3. Suggest them to follow the steps which are mentioned in Guide for improvement(Student) column. 	<p>It's very important skill we possess as humans. Here are 14 things you can do to improve your empathy Listen more talk less, Stop interrupting, Don't finish sentences, Don't give advice, Ask good questions, Give focused attention, Slow down, Acknowledge your own feelings, Genuinely care about others, Read good fiction stories, Visit other cultures, Assk people about their feelings, Care for pets and babies and Participate in theater.</p>
5	Team Skills	<ol style="list-style-type: none"> 1. TEAM means Together Everyone Achieves More, So make them the power of team spirit. 2. Conduct TEAM Building Activies more. 	<p>Here are some tips for improving our TEAM Skills Understand your team members. Address people by name. Talk with Confidence. Listen attentively. Convey your message through mixed forms. Make sure to break the complications. Keep the message some across the team.</p>
6	Curiosity	<ol style="list-style-type: none"> 1. Curiosity is a vital process in understanding any concept or topic which relates to cocurricular or extra curricular activities. 2. Use some visual, audio aids in teaching or teach them with a concept called experiential learning or activity based learning or story telling with pictures, involves the students more effectively in learning. 	<p>Here are some tips Don't label something as boring. Expect things to be fun. Absorb other people's enthusiam. Question relentlessly. Connect to what you already know. Create a challenge. Diversify.</p>
7	Goal Orientation	<ol style="list-style-type: none"> 1. Goal setting is very important in life for every human being. Because it gives a proper picture of future, our abilities. 2. Assist them in setting GOALS in different areas of life with SMART which means Specific, Measurable, Achievable, Realastic, Time bound. 	<p>Try to set goals in all areas of your life by using SMART Formula e.g, Career, Education, Family, Artistic, Attitude, Physical and Public service.</p>

		3.Observe their goals time to time and guide them to accomplish those.	
8	Helping Attitude	<ol style="list-style-type: none"> 1. It depends upon the parents/ teachers how they guide the students about socity, people, social service, helping people, blood camps, etc. 2. Conduct some activies/ camps/ events once in a while to make them mingle with external world. 	Everyone wants to lead a happy and fulfilling life, so it.s natural to want to put yourself and your health first! However, helping other people can also directly help you at the same time. Not only will you feel good about yourself, but you.ll also notice that others are more willing to help you in return!
9	Methodical	<ol style="list-style-type: none"> 1. Habituate the process of planning for every action what they do. 2. The process makes actions easier. 3.Suggest them to use weekly planner or to do list or yearly planner, which saves time, gives a clear picture of what they are doing. 	Proper planning is required which includes Purpose, Research, Audience, Outline, Content, Presentation and Review makes your works, tasks in ordered way.
10	Responsibility	<ol style="list-style-type: none"> 1. Teach them the role of responsibility in getting result with the importance of it. 2. Share some well known people's stories sothat it creates some impact on their thinking process. 3.Let them know about Dream jobs. 4. Ask to collect some data about dream jobs sothat they can be responsible in what they are doing. 5. Make the above approach as an habit with proper activities. 	Being Responsible would be achieved 'by having great interest or passion or fascination' on what the student is doing.
11	Self Confidence	<ol style="list-style-type: none"> 1. Already the students have been gone through self awareness by which they could know about the personality, goal setting, team building, leadership give them the postive energy of fulfilling their wishlist, So suggest to read good successful stroies about good personalities, role model or inspiration stroies. 2. Ask to follow their role model's steps, qualities to be successful on routine basis. 3. Check, Assess their attitude, behavioural changes by conducting some activities. 	Building Self Confidence includes Dress sharp, Walk faster, Good posture, Personal Commercial, Gratitude, Compliment other people, Sit in front of row, Speak up, Workout and Focus on contribution.
12	Self Motivation	<ol style="list-style-type: none"> 1. Motivation is a self action. So inspire them to motivate themselves by knowing about their interest thing, goals, what would they like to become and suggest them to go through their rolemodel's autobiography or to observe any favourite person in their family or relatives. 2. Ensure to encourage them. 	Motivation is a process of ACTION. so that action includes a set of action plans or steps like Be health Conscious, Make your Plan of action, Discover your peak hours, Stop being a perfectionist, Break down the task into smaller components and At all times see to it that you always pump yourself up.