



End-of-Course Reflection & Self-Assessment

Exercise: How Have You Grown?

You've worked through eight sections of practical, human-centered skills, covering emotional intelligence, problem solving, leadership, digital presence, and beyond.

Now it's time to check back in.

Where have you grown? What still needs work? And what strengths are you more aware of now?

Goal:

Reassess your soft skills using the same self-assessment you completed at the start. Then reflect on your growth, insights, and ongoing development goals.

Exercise: Soft Skills Self-Assessment

For each statement below, rate yourself again - but this time, compare it to your **initial score**. Be honest and celebrate your growth.

1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Always

Soft Skill Statement	1	2	3	4	5
Communication					
I express my ideas clearly and confidently.	☐	☐	☐	☐	☐
I adapt my communication to different people.	☐	☐	☐	☐	☐
I listen fully without interrupting.	☐	☐	☐	☐	☐
I feel comfortable speaking up in groups.	☐	☐	☐	☐	☐
I give and receive feedback respectfully.	☐	☐	☐	☐	☐

Time Management					
I set clear priorities based on what matters.	☐	☐	☐	☐	☐
I stay focused and avoid distractions.	☐	☐	☐	☐	☐
I finish tasks on time without last-minute stress.	☐	☐	☐	☐	☐
I protect my energy with breaks or pauses.	☐	☐	☐	☐	☐
I handle urgent tasks without losing sight of big goals.	☐	☐	☐	☐	☐

Emotional Intelligence					
I can identify what I'm feeling in the moment.	☐	☐	☐	☐	☐
I stay calm under pressure.	☐	☐	☐	☐	☐
I notice when emotions influence my behavior.	☐	☐	☐	☐	☐
I can read when others are overwhelmed or disengaged.	☐	☐	☐	☐	☐
I respond thoughtfully in tense situations.	☐	☐	☐	☐	☐

Adaptability					
I adjust quickly when plans change.	☐	☐	☐	☐	☐
I stay open-minded when priorities shift.	☐	☐	☐	☐	☐
I embrace learning new tools or methods.	☐	☐	☐	☐	☐
I bounce back from setbacks.	☐	☐	☐	☐	☐
I adapt my style depending on the context.	☐	☐	☐	☐	☐

Teamwork & Collaboration					
I welcome different viewpoints.	☐	☐	☐	☐	☐
I support others in achieving team goals.	☐	☐	☐	☐	☐
I speak up respectfully when I disagree.	☐	☐	☐	☐	☐
I bring a collaborative mindset to group work.	☐	☐	☐	☐	☐
I help create a safe space for others.	☐	☐	☐	☐	☐

Leadership & Problem Solving					
I take the initiative to solve problems.	☐	☐	☐	☐	☐
I break down big challenges into manageable steps.	☐	☐	☐	☐	☐
I stay focused when making high-pressure decisions.	☐	☐	☐	☐	☐
I help align others around shared goals.	☐	☐	☐	☐	☐
I reflect on mistakes and learn from them.	☐	☐	☐	☐	☐

Step 2: Total Your Score

Recalculate your **total score** out of 150 and compare it to your starting point.

Your new score: ____ / 150

Your original score (from the beginning of the course): ____ / 150

Step 3: Category Score Breakdown

Let's examine each category more closely. Score each category out of 25 to identify your strengths and areas for growth. Then, compare your scores to your previous scores.

Skill Area	Initial	New	Notes
Communication			
Time Management			
Emotional Intelligence			
Adaptability			
Teamwork & Collaboration			
Leadership & Problem Solving			

Now compare your two assessments:

What are 1–2 areas you've grown in the most?

What surprised you about your growth or challenges?

What's one concept, tool, or habit that stuck with you the most?
 What's one soft skill you'll continue to develop intentionally?

Vision: Look Ahead

What's one soft skill you want to keep developing over the next 3 months?

How will you keep your momentum going?

(e.g., self-check-ins, peer feedback, journaling, mentoring, online learning)

Complete the sentence:

"From here on out, I will..."

Soft skills aren't a finish line; they're a lifelong practice. This course gave you the tools. Now, it's up to you to keep applying them in your day-to-day work, one moment at a time.