

Description of Training and Work Performed During this training, I focused on developing both my personal and professional skills. I learned that these skills are essential for success in both academic and professional environments, as they help improve teamwork, reduce misunderstandings, and increase productivity. To address these challenges, I practiced speaking in smaller groups to build confidence and started using a daily planner to organize my tasks more effectively. I worked on identifying my strengths and weaknesses, which helped me better understand my abilities and areas that need improvement.