### Worksheet 1

Self-assessment

1= does not apply at all; 5= applies completely

| Communication Skills | 1  | 2  | 3  | 4  | 5  |
| --- | --- | --- | --- | --- | --- |
| I approach others openly and in a friendly |  |  |  |  |  |
| I adhere to conversational rules. |  |  |  |  |  |
| I listen to others and let them finish speaking. |  |  |  |  |  |
| Cooperation Skills |  |  |  |  |  |
| I help others |  |  |  |  |  |
| I allow others to help me. |  |  |  |  |  |
| I follow instructions |  |  |  |  |  |
| Conflict Resolution Skills |  |  |  |  |  |
| I adjust my behavior when it is inappropriate. |  |  |  |  |  |
| I seek solutions in conflict situations with others. |  |  |  |  |  |
| I communicate my boundaries |  |  |  |  |  |
| Reliability |  |  |  |  |  |
| I am punctual |  |  |  |  |  |
| I adhere to agreements and rules. |  |  |  |  |  |
| I will inform you about cancellations in time if I cannot keep an appointment. |  |  |  |  |  |
| Thoroughness |  |  |  |  |  |
| I work independently |  |  |  |  |  |
| I work with a concentration. |  |  |  |  |  |
| I complete my tasks within the given time. |  |  |  |  |  |
| I handle borrowed material with care. |  |  |  |  |  |
| Criticism Acceptance Skills |  |  |  |  |  |
| I present criticism objectively and with justification. |  |  |  |  |  |
| I show patience and tolerance towards others' mistakes. |  |  |  |  |  |
| I accept feedback calmly. |  |  |  |  |  |