



**AMBEDKAR COLLEGE OF ARTS & SCIENCE,
WANDOOR**
(Aided by Govt. of Kerala & Affiliated to University of Calicut)
Run By Indiraji Memorial Society
Ambalapadi, Wandoor, Pin 679328
Phone: 04931-249666 (Office)
Email: acaswandoor@gmail.com, Website: www.ambedkarcollege.info

Action Taken Report

Based on Employer Feedback Form 2019-20

Objective

To enhance the employee's performance across key skill areas based on insights from the Employer Feedback Form for 2019-20, particularly focusing on increasing the percentage of "Excellent" ratings in communication, teamwork, problem-solving, leadership, planning and organization, openness to learning, contributions, creativity, and responsibility.

Areas for Improvement and Action Steps

1. Communication Skills

- **Current Rating:** 95.5% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Training Workshops:** Enroll in communication skills workshops focusing on clarity and engagement.
 - **Feedback Sessions:** Schedule regular feedback sessions with peers to practice and refine communication techniques.
 - **Public Speaking:** Join a local Toastmasters club to enhance public speaking and interpersonal communication skills.

2. Teamwork Skills

- **Current Rating:** 95.4% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Leadership Opportunities:** Take on more leadership roles in team projects to drive collaboration and enhance engagement.
 - **Team-building Activities:** Organize and participate in team-building exercises to strengthen relationships and communication within the team.




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- **Peer Mentoring:** Establish a peer mentoring program to foster collaboration and share best practices.

3. Problem-Solving Skills

- **Current Rating:** 99.9% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Creative Thinking Workshops:** Attend workshops that promote innovative problem-solving techniques and strategic thinking.
 - **Case Studies:** Engage in team discussions of case studies to analyze and propose solutions to complex problems collaboratively.
 - **Feedback Loop:** Create a system for peer review of solutions to encourage constructive feedback and continuous improvement.

4. Leadership Skills

- **Current Rating:** 90.9% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Leadership Training:** Participate in leadership development programs focusing on decision-making and influencing skills.
 - **Project Leadership:** Volunteer to lead new projects or initiatives to practice and showcase leadership capabilities.
 - **Mentorship:** Seek out a mentor within the organization to gain insights and advice on effective leadership practices.

5. Planning and Organization Skills

- **Current Rating:** 83.6% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Time Management Training:** Attend time management workshops to learn effective prioritization and planning techniques.
 - **Use of Tools:** Implement project management tools (e.g., Trello, Asana) to improve task organization and tracking.
 - **Goal Setting:** Set SMART goals for personal and team projects to enhance focus and organizational effectiveness.

6. Openness to New Ideas

- **Current Rating:** 77.4% (Good, Very Good, Excellent)




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- **Action Steps:**
 - **Continuous Learning:** Actively seek out learning opportunities (courses, webinars) to explore new ideas and techniques.
 - **Idea Sharing Sessions:** Facilitate regular brainstorming sessions where team members can share and discuss new concepts.
 - **Feedback Culture:** Foster a culture of feedback where employees are encouraged to share their insights and suggestions openly.

7. Contributions to Organizational Goals

- **Current Rating:** 77.3% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Alignment Meetings:** Schedule regular check-ins with management to ensure alignment with organizational goals and priorities.
 - **Project Involvement:** Take initiative in projects that directly contribute to key organizational objectives.
 - **Recognition Programs:** Advocate for recognition programs that celebrate contributions toward organizational success.

8. Creativity and Innovativeness

- **Current Rating:** 81.8% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Creative Workshops:** Participate in workshops that focus on brainstorming and creative thinking techniques.
 - **Cross-Department Collaboration:** Engage in cross-departmental projects to gain new perspectives and enhance creativity.
 - **Innovation Challenges:** Initiate or participate in innovation challenges within the organization to encourage creative solutions.

9. Ability to Take Up Extra Responsibilities

- **Current Rating:** 95.5% (Good, Very Good, Excellent)
- **Action Steps:**
 - **Proactive Engagement:** Regularly seek additional responsibilities or projects that align with career goals and organizational needs.




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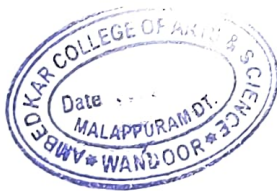
- **Visibility:** Present contributions in team meetings to raise awareness of capabilities and willingness to take on more.
 - **Professional Development:** Consider further education or certifications to enhance skills related to additional responsibilities.
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Monitoring and Evaluation

- **Monthly Check-ins:** Schedule monthly meetings to assess progress on action steps and gather feedback from peers and supervisors.
 - **Quarterly Review:** Conduct a comprehensive review every quarter to evaluate changes in feedback ratings and identify any new areas for development.
 - **Feedback Surveys:** Implement interim feedback surveys to track perceptions of improvement in the specified areas.
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Conclusion

This action plan is designed to facilitate the employee's growth and effectiveness across multiple competencies based on the feedback received. By focusing on targeted development actions, the employee can aim for increased recognition in their skills, contributing positively to their career advancement and the organization's success.




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