**Monitoring my effectiveness in improving my people skills**

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| **Monitoring my effectiveness in improving my people skills** |
| Situation |  |
| What I did (include details of how you applied people skills such as assertiveness or negotiation ) |  |
| Positive outcomes for myself |  |
| The effect upon other people |  |
| Further action needed |  |
| What I notice about my negotiating skills and assertiveness through monitoring them: |
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