

Toolbox with engaging-based self-directed learning approach – Quizzes

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Adaptability

1. Look at the picture showing a person changing a tire due to an unexpected situation - a flat tire



What should be the first step in adapting to such a situation?

- a) panic and call someone for help
- b) take a deep breath and assess available options
- c) wait until the problem resolves itself
- d) complain about bad luck

2. Match the following adaptability traits with their correct definitions:

- Resilience
- Open-mindedness
- Flexibility
- Problem-solving

Definitions:

- 1. Willingness to consider new ideas
- 2. Ability to bounce back from difficulties
- 3. Adjusting easily to changing situations
- 4. Finding effective solutions to challenges

3. List at least two strategies for building resilience in the workplace

- 1)
- 2)

4. Adaptability means accepting everything without questioning.

- a) True
- b) False

5. Imagine you are about to start a new job in a different country. What would be the best strategy for adapting to a new cultural environment?

- a) avoid interacting with locals
- b) learn about the local culture and customs
- c) stick only to your familiar habits
- d) expect others to adapt to your culture

6. Continue the following quotation:

"The measure of intelligence is the ability to _____."
(Albert Einstein)

7. List at least two reasons why adaptability is important in the workplace

1)

2)

8. Which of the following is NOT a characteristic of an adaptable person?

- a) being open to feedback
- b) learning from mistakes
- c) being rigid and resistant to change
- d) staying optimistic in uncertain situations

9. You are assigned a new project with limited information and resources.

What is the first thing you should do?

- a) wait until more instructions are given
- b) gather as much relevant information as possible
- c) decline the project due to uncertainty
- d) stick strictly to your previous experience

10. What motivates you the most to become more adaptable?

- a) personal growth
- b) career success
- c) new learning opportunities
- d) all of the above

Answer Key: Adaptability

1. Correct answer: b) take a deep breath and assess available options

2. Correct answers:

- Resilience → 2. Ability to bounce back from difficulties
- Open-mindedness → 1. Willingness to consider new ideas
- Flexibility → 3. Adjusting easily to changing situations
- Problem-solving → 4. Finding effective solutions to challenges

3. 1) Start with small steps 2) Be consistent

4. Correct answer: b) False

5. Correct answer: b) learn about the local culture and customs

6. Correct answer: Adapt

7. 1) It allows individuals and organizations to navigate change effectively and remain competitive. 2) Facilitates creative problem solving and innovation in response to changing demands.

8. Correct answer: c) being rigid and resistant to change

9. Correct answer: b) gather as much relevant information as possible

10. Correct answer: d) all of the above

Communication

1. What communication skill is being demonstrated in this picture?

- a) public speaking
- b) active listening
- c) storytelling
- d) conflict resolution



2. Match the communication terms with their correct meanings:

- Verbal Communication
- Non-verbal Communication
- Feedback
- Empathy

Definitions:

1. Understanding and sharing others' feelings
2. Using words to express ideas
3. Body language, gestures, and facial expressions
4. Response given after receiving a message

3. Which of the sentences is correct?

- a) Verbal communication is clearer than non-verbal communication
- b) Non-verbal communication uses words and expressions
- c) Verbal communication allows immediate feedback
- d) There is no difference between verbal and non-verbal communication

4. Communication is only effective when the speaker talks clearly.

- a) True
- b) False

5. You are in a team meeting where your opinion differs from the rest.

What would be the most effective way to express your disagreement?

- a) interrupt and raise your voice
- b) stay silent to avoid conflict
- c) politely share your views and explain your reasoning
- d) ignore the discussion and leave the meeting

6. Continue the quotation:

"The most important thing in communication is hearing what isn't _____."
(Peter Drucker)

7. Describe a time when effective communication helped you resolve a conflict.
What strategies did you use to ensure both sides understood each other, and what was the outcome?

8. Which of the following is NOT a barrier to effective communication?

- a) active listening
- b) language differences
- c) distractions
- d) misinterpretation

9. You have received a confusing email from a coworker. What would be the best next step?

- a) reply immediately without clarification
- b) ignore the email
- c) ask specific questions to clarify the message
- d) assume you understood the email correctly

10. How can non-verbal communication enhance or hinder a conversation?
Provide examples of positive and negative non-verbal cues and explain their impact on communication.

Answer Key: Communication

1. Correct answer: b) active listening

2. Correct Answers:

- Verbal Communication → 2. Using words to express ideas
- Non-verbal Communication → 3. Body language, gestures, and facial expressions
- Feedback → 4. Response given after receiving a message
- Empathy → 1. Understanding and sharing others' feelings

3. Correct answer: c) Verbal communication allows immediate feedback

4. Correct Answer: b) False

5. Correct Answer: c) politely share your views and explain your reasoning

6. Correct Answer: said

"The most important thing in communication is hearing what isn't said." — Peter Drucker

7. Individual answer based on experience. Sample answer:

During a group project at work, two team members disagreed on how to approach a task. I facilitated a meeting where each person had time to explain their perspective. I used active listening techniques, summarized their points, and encouraged brainstorming for a middle-ground solution. By ensuring both felt heard and respected, we developed a combined strategy that led to the project's success.

8. Correct answer: a) active listening

9. Correct answer: c) Ask specific questions to clarify the message

10. Individual answer based on experience. Sample answer:

Non-verbal communication can enhance a conversation like maintaining eye contact, nodding in agreement, and using open body language, which shows attentiveness and understanding. On the other hand, negative cues such as crossing arms, avoiding eye contact, or using a dismissive tone can hinder communication by creating a sense of disinterest or hostility.

Decision-making

1. You are managing a project with a tight deadline. You need to choose between two vendors: one is faster but more expensive, and the other is slower but affordable.

What is the best way to make the decision?

- a) choose the faster vendor without considering costs
- b) choose the cheaper vendor without considering the deadline
- c) evaluate project priorities, budget limits, and urgency before deciding
- d) delay the decision until more vendors apply

2. What does this image represent in the context of decision-making?

- a) avoiding decisions
- b) having multiple options
- c) making the wrong choice
- d) ignoring available information



3. Match the decision-making steps with their correct descriptions:

- Identify the problem
- Gather information
- Consider alternatives
- Make the decision

Descriptions:

- 1. Collecting relevant facts and data
- 2. Choosing the best course of action
- 3. Understanding what needs to be solved
- 4. Exploring different options and possible outcomes

4. The best decisions are always made quickly without analyzing too much information.

- a) True
- b) False

5. You are part of a team deciding on a new marketing strategy. Two ideas are equally promising but require different resources.

What would be the best approach?

- a) use a decision matrix to compare both strategies' pros and cons
- b) flip a coin to decide
- c) choose the first idea suggested
- d) let the manager make the decision alone

6. Complete the missing word from the quotation:

*"It is in your moments of _____ that your destiny is shaped."
(Tony Robbins)*

Correct answer: Decision

7. Look at an image showing a team discussing a project with sticky notes and charts on a wall.



Which decision-making method is the team using?

- a) intuition-based decision-making
- b) group brainstorming and analysis
- c) individual decision-making
- d) guessing without a plan

8. Which of the following is NOT a key factor in making good decisions?

- a) emotional bias
- b) available information
- c) critical thinking
- d) considering consequences

9. You are offered a promotion but must relocate to another city. You have family responsibilities and love your current job.

What should be your first step in making this decision?

- a) accept the promotion immediately
- b) decline the offer to avoid relocation
- c) evaluate how the move would impact both career and personal life
- d) ask your coworkers what they would do

10. How can emotions impact the decision-making process?

Provide examples of both positive and negative emotional influences on making important decisions.

Answer Key: Decision-making

1. Correct answer: c) evaluate project priorities, budget limits, and urgency before deciding

2. Correct answer: b) having multiple options

3. Correct answers:

- Identify the problem → 3. Understanding what needs to be solved
- Gather information → 1. Collecting relevant facts and data
- Consider alternatives → 4. Exploring different options and possible outcomes
- Make the decision → 2. Choosing the best course of action

4. Correct answer: b) False

5. Correct answer: a) use a decision matrix to compare both strategies' pros and cons

6. Correct answer: decision

"It is in your moments of decision that your destiny is shaped." — Tony Robbins

7. Correct answer: b) group brainstorming and analysis

8. Correct answer: a) emotional bias

9. Correct answer: c) evaluate how the move would impact both career and personal life

10. Sample answer: Emotions play a significant role in decision-making by influencing how we interpret information, evaluate options, and choose actions. They can either enhance or hinder the process, depending on how they are managed.

Goal setting

1. You want to learn a new language, but your schedule is very busy. What would be the best goal-setting strategy?

- a) set a goal to become fluent within one month
- b) study whenever you feel like it
- c) create a study schedule with specific, realistic targets
- d) wait until you have more free time

2. Look at an image showing a person climbing a mountain with a flag at the top.



What does the flag at the top of the mountain represent?

- a) failure
- b) achievement of a goal
- c) starting a journey
- d) giving up halfway

3. Match the goal-setting principles with their correct descriptions:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

Descriptions:

- 1. Has a clear timeline or deadline
- 2. Matches your personal values or long-term objectives
- 3. Clearly defined and focused on a specific outcome
- 4. Can be tracked and evaluated for progress
- 5. Realistic based on available resources and capabilities

4. Setting vague goals increases your chances of success.

- a) True
- b) False

5. You are working on a fitness goal of running a 5K in three months, but you missed two weeks of training due to illness.

What would be the best way to stay on track?

- a) give up on the goal entirely
- b) ignore the missed time and run a 5K immediately
- c) adjust your training schedule to fit the new timeline
- d) set a new goal for next year instead

6. Complete the missing word from the quotation

"A goal without a _____ is just a wish."
(Antoine de Saint-Exupéry)

7. What is the main purpose of goal setting according to the presented learning content?

- a) to avoid risks
- b) to provide direction and focus
- c) to maximize gains
- d) to minimize effort

8. Which of the following is NOT a benefit of setting goals?

- a) increased motivation
- b) clear direction and focus
- c) guaranteed success
- d) improved time management

9. You set a goal to improve your grades, but your first test result was disappointing.

What would be the best response?

- a) give up on improving your grades
- b) reassess your study habits and create a new plan
- c) blame external factors for the result
- d) stop setting academic goals in the future

10. What is the importance of goal setting for career management in today's dynamic job market?

Answer Key: Goal setting

1. Correct answer: c) create a study schedule with specific, realistic targets

2. Correct answer: b) achievement of a goal

3. Correct answers:

- Specific → 3. Clearly defined and focused on a specific outcome
- Measurable → 4. Can be tracked and evaluated for progress
- Achievable → 5. Realistic based on available resources and capabilities
- Relevant → 2. Matches your personal values or long-term objectives
- Time-bound → 1. Has a clear timeline or deadline

4. Correct answer: b) False

5. Correct answer: c) adjust your training schedule to fit the new timeline

6. Correct answer: plan

"A goal without a plan is just a wish." — Antoine de Saint-Exupéry

7. Correct answer: b) to provide direction and focus

8. Correct answer: c) guaranteed success

9. Correct answer: b) reassess your study habits and create a new plan

10. Sample answer: Goal setting is essential for career management in today's fast-changing job market because it provides direction, motivation, and a clear path for professional growth. With evolving job roles, technological advancements, and increased competition, having well-defined career goals helps individuals stay focused, adapt to changes, and remain competitive.

For example, setting short-term goals like earning a new certification can increase employability and open doors to better opportunities. Long-term goals, such as becoming a department manager, guide career decisions, helping individuals choose relevant projects, build skills, and expand professional networks.

Additionally, goal setting fosters continuous learning and self-improvement. It encourages proactive career planning by breaking larger career ambitions into actionable steps. In a dynamic job market, this strategic approach helps individuals seize emerging opportunities and navigate career transitions effectively.

Networking

1. You are attending a professional conference and want to build meaningful connections. What is the best first step?

- a) collect as many business cards as possible
- b) spend the event talking only with your colleagues
- c) start conversations by asking about others' work and interests
- d) avoid talking to anyone

2. What do you need to do to be effective at social gatherings?

3. Match the networking strategies with their descriptions:

- Active Listening
- Follow-Up
- Personal Branding
- Mutual Benefit

Descriptions:

- 1. Highlighting your unique strengths and expertise
- 2. Reaching out after initial contact to maintain the relationship
- 3. Understanding others' perspectives and showing genuine interest
- 4. Creating value for both parties in a professional relationship

4. The goal of networking is only to ask for favors or help.

- a) True
- b) False

5. You meet someone at a workshop who works in a field you are interested in. They offer their contact details.

What should you do after the event?

- a) wait for them to reach out to you
- b) send a follow-up email thanking them and expressing interest in staying connected
- c) ignore the opportunity and focus on other contacts
- d) ask them immediately for a job referral

6. Finish the quotation

"Networking is not about just connecting people. It's about connecting people with _____."
(Michele Jennae)

7. What does "give value" mean in the context of networking?
8. Which of the following is NOT an effective networking strategy?
- a) attending industry events and workshops
 - b) engaging with professional groups online
 - c) only reaching out when you need something
 - d) sharing valuable insights and resources
9. You want to connect with a senior professional on LinkedIn. What is the best approach?
- a) send them a generic connection request
 - b) personalize your message, mentioning shared interests or mutual connections
 - c) send multiple follow-up messages if they don't respond
 - d) ask for job opportunities immediately in the connection request
10. What is NOT advisable to do in online platforms?
- a) personalize connection requests
 - b) to maintain a professional and up-to-date profile
 - c) participate in discussions on industry topics
 - d) send standard, impersonal messages

Answer Key: Networking

1. Correct answer: c) start conversations by asking about others' work and interests
2. Sample answer: Be approachable, listen actively, show interest in others, exchange contact information.
3. Correct Answers:
 - Active Listening → 3. Understanding others' perspectives and showing genuine interest
 - Follow-Up → 2. Reaching out after initial contact to maintain the relationship
 - Personal Branding → 1. Highlighting your unique strengths and expertise
 - Mutual Benefit → 4. Creating value for both parties in a professional relationship
4. Correct answer: b) False
5. Correct answer: b) send a follow-up email thanking them and expressing interest in staying connected
6. Correct answer: Purpose

"Networking is not about just connecting people. It's about connecting people with purpose."
— Michele Jennae
7. Sample answer: It means offering support, advice or resources to your network to establish yourself as a valuable connection.
8. Correct answer: c) only reaching out when you need something
9. Correct answer: b) personalize your message, mentioning shared interests or mutual connections
10. Correct answer: d) send standard, impersonal messages

Planning and organizing

1. You are leading a project with multiple deadlines. What should you do first?

- a) start working immediately on random tasks
- b) assign tasks without informing the team
- c) create a detailed project plan with tasks, deadlines, and responsibilities
- d) wait until the deadline approaches to create a plan

2. Which is one of the key benefits of effective planning?

- a) reduces commitment
- b) increases motivation
- c) increases uncertainty
- d) makes decision making more difficult

3. Match the planning steps with their correct descriptions:

- Setting Priorities
- Defining Goals
- Creating a Timeline
- Allocating Resources

Descriptions:

- 1. Establishing what needs to be done first and what can wait
- 2. Establishing clear and achievable objectives
- 3. Scheduling tasks with deadlines and milestones
- 4. Assigning tools, funds, and team members to tasks

4. Planning and organizing only matter when working on large-scale projects.

- a) True
- b) False

5. You are organizing a team event and need to book a venue, arrange catering, and send invitations.

What should be your next step?

- a) send invitations and hope everything else works out
- b) book a venue and hire catering after confirming availability
- c) start with the least important tasks first
- d) cancel the event because it seems overwhelming

6. Complete the missing word from the quotation

"Failing to plan is _____ to fail."
(Benjamin Franklin)

7. What is the first step in the planning process?

- a) monitoring and reviewing progress
- b) implementation of the plan
- c) setting objectives
- d) analysis of the current situation

8. Which of the following is NOT an effective organizing strategy?

- a) breaking tasks into smaller steps
- b) keeping all tasks in your memory without writing them down
- c) using checklists and schedules
- d) prioritizing tasks by deadlines

9. You are working on three assignments with the same deadline. What should you do first?

- a) work on all tasks simultaneously
- b) focus on the assignment with the least amount of work
- c) create a schedule and allocate specific time blocks for each task
- d) avoid the most difficult task until the last minute

10. Explain how effective planning can improve career performance.

Answer Key: Planning and organizing

1. Correct answer: c) create a detailed project plan with tasks, deadlines, and responsibilities

2. Correct answer: b) increases motivation

3. Match the planning steps with their correct descriptions:

- Setting Priorities - Establishing what needs to be done first and what can wait
- Defining Goals - Establishing clear and achievable objectives
- Creating a Timeline - Scheduling tasks with deadlines and milestones
- Allocating Resources - Assigning tools, funds, and team members to tasks

4. Answer: b) False

5. Answer: b) book a venue and hire catering after confirming availability

6. Answer: planning

7. Answer: c) setting objectives

8. Answer: b) keeping all tasks in your memory without writing them down

9. Answer: c) create a schedule and allocate specific time blocks for each task

10. Sample answer: Effective planning improves career performance by setting clear, measurable goals and ensuring efficient use of time and resources. It helps prioritize tasks, develop necessary skills, and anticipate challenges, leading to better productivity and career growth. A well-structured plan also fosters motivation and provides a sense of direction, allowing for continuous improvement and success.

Problem-solving

1. You are facing a project delay due to a supplier issue. What should you do first?

- a) blame the supplier and wait for them to fix it
- b) inform your manager about the delay without a solution
- c) identify the cause, explore alternative suppliers, and adjust project timelines
- d) cancel the project and start over

2. Effective problem-solving requires only creativity, not logical thinking.

- a) True
- b) False

3. Match the steps of problem-solving with their correct descriptions:

1. Identifying the Problem
2. Generating Solutions
3. Evaluating Alternatives
4. Implementing the Solution

Descriptions:

- Exploring possible ways to resolve the issue
- Pinpointing the issue causing difficulty
- Putting the chosen solution into action
- Weighing the pros and cons of each option

4. Complete the missing word from the quotation

"Every problem is a gift—without problems, we would not _____." (Tony Robbins)

5. You are working in a team, and two members disagree on how to approach a task. What is the best way to resolve the conflict?

- a) let them argue until one person gives in
- b) choose a side and ignore the other person's view
- c) facilitate a discussion, listen to both perspectives, and find a compromise
- d) avoid the conflict and proceed without their input

6. Look at an image showing a team brainstorming ideas on a whiteboard with sticky notes.

What problem-solving method is being used?



- a) conflict resolution
- b) brainstorming
- c) budget planning
- d) resource management

7. How can teamwork, as shown in the image can lead to innovative solutions? Explain how visual tools such as diagrams or notes support the process.

8. Which of the following is NOT part of the problem-solving process?

- a) ignoring feedback after implementing the solution
- b) defining the problem clearly
- c) considering multiple solutions
- d) reviewing the results and making adjustments

9. You're tasked with organizing a major event, but your budget is unexpectedly reduced. What should you do first?

- a) cancel the event entirely
- b) plan the event as if the budget didn't change
- c) reassess priorities, adjust the event plan, and explore cost-saving options
- d) blame the finance team for the budget cut

10. Which strategy best encourages creative problem-solving?

- a) sticking to familiar methods
- b) ignoring team suggestions
- c) encouraging open-minded brainstorming and collaboration
- d) following a strict, unchangeable plan

Answer Key: Problem-solving

1. Correct answer: c) identify the cause, explore alternative suppliers, and adjust project timelines
2. Correct answer: b) False
3. 1 - Pinpointing the issue causing difficulty
2 - Exploring possible ways to resolve the issue
3 - Weighing the pros and cons of each option
4 - Putting the chosen solution into action
4. Correct answer: Grow
5. Correct answer: c) facilitate a discussion, listen to both perspectives, and find a compromise
6. Correct answer: b) brainstorming

7. Sample answer: Teamwork fosters innovative solutions by combining diverse perspectives, skills, and experiences. Collaborative discussions encourage idea-sharing, creative thinking, and problem-solving, often leading to unique solutions that individuals might not generate alone. Visual tools like diagrams, notes, and charts support this process by making complex ideas easier to understand. They provide a clear, shared reference point, helping team members organize thoughts, track progress, and identify patterns. Visual aids also stimulate creativity by making abstract concepts more concrete and facilitating better communication within the team.

8. Correct answer: a) ignoring feedback after implementing the solution
9. Correct answer: c) reassess priorities, adjust the event plan, and explore cost-saving options
10. Correct answer: c) encouraging open-minded brainstorming and collaboration

Self-awareness and self-efficiency

1. You receive critical feedback from your manager about a recent project. What is the most self-aware response?

- a) ignore the feedback and continue working as usual
- b) defend yourself and explain why the manager is wrong
- c) feel discouraged and give up on future projects

d) listen carefully, reflect on areas for improvement, and create a plan to do better next time

2. You are about to present an important proposal but feel nervous. How can you apply self-efficacy to handle the situation?

- a) cancel the presentation to avoid failure
- b) prepare thoroughly, practice your presentation, and believe in your ability to succeed
- c) rely on a colleague to take over the presentation
- d) ignore the nervous feeling and hope for the best

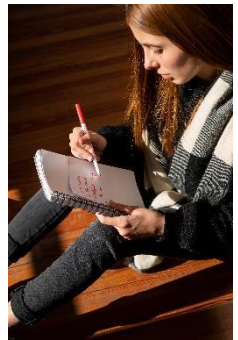
3. Finish the quotation

"You are not a victim of your circumstances. You are a product of your _____."
(Stephen Covey)

4. Look at an image showing someone writing personal goals in a journal.

What personal development practice is being demonstrated?

- a) self-reflection and goal setting
- b) reactive thinking
- c) emotional suppression
- d) team brainstorming



5. Match the terms with their correct descriptions:

- 1. Self-Reflection
- 2. Growth Mindset
- 3. Emotional Regulation
- 4. Goal Setting

Descriptions:

- The ability to stay calm and manage emotions in stressful situations
- Reviewing past actions to learn and improve
- Setting realistic, measurable objectives to achieve success
- Believing that abilities can be developed through hard work and learning

6. People with high self-efficacy are more likely to persevere through challenges and setbacks.

- a) True
- b) False

7. You've been assigned a leadership role for the first time, but you feel uncertain about your ability to lead a team. What would you do to build self-efficacy?

- a) avoid leadership tasks and hope someone else steps in
- b) seek mentorship, learn leadership skills, and take small leadership steps
- c) wait until you naturally feel more confident before acting
- d) delegate all tasks to avoid making mistakes

8. Match each action with the corresponding self-awareness or self-efficacy strategy.

Actions:

- Practicing public speaking regularly
- Keeping a journal of personal reflections
- Asking for feedback from others
- Setting clear, achievable goals

Categories:

- Self-Awareness Strategies
- Self-Efficacy Strategies

9. What are two key characteristics of someone with high self-efficacy?

1)

2)

10. What are two key habits of individuals with strong self-awareness?

1)

2)

Answer Key: Self-awareness and self-efficiency

1. Correct answer: d) listen carefully, reflect on areas for improvement, and create a plan to do better next time

2. Correct answer: b) prepare thoroughly, practice your presentation, and believe in your ability to succeed

3. Correct answer: choices

4. Correct answer: a) self-reflection and goal setting

5. Correct answers:

1 - Reviewing past actions to learn and improve (Self-Reflection)

2 - Believing that abilities can be developed through hard work and learning (Growth Mindset)

3 - The ability to stay calm and manage emotions in stressful situations (Emotional

Regulation)

4 - Setting realistic, measurable objectives to achieve success (Goal Setting)

6. Correct answer: a) True

7. Correct answer: b) seek mentorship, learn leadership skills, and take small leadership steps

8. Correct answers

Self-Awareness Strategies:

- Keeping a journal of personal reflections
- Asking for feedback from others

Self-Efficacy Strategies:

- Practicing public speaking regularly
- Setting clear, achievable goals

9. Correct answers:

1) Confidence in their abilities: believe they can overcome challenges and achieve goals, which motivates them to take action.

2) Resilience: persist through obstacles, learning from failures and adjusting strategies to succeed.

10. Correct Answers:

1) Regular Self-Reflection. A regular evaluation of actions and decisions, allows to learn from mistakes and improve future performance.

2) Seeking Feedback. Asking for input from others, helps to identify blind spots and develop new skills.

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