



## **Excel Mini Report**

**Activity: Basic English Course**

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## **1. Activity Information**

- Date: 12 November 2021
- Venue: Cisco Webex Meetings
- Organize: JKM KTDI UTM

## **2. Graduate Attributes**

- Communication skills
- Thinking skills
- Leadership and teamworking skills
- Adaptability

## **3. Position/Rule**

- Committee – Bureau Chief of registration unit

## **4. Mini Report**

Justification in joining this activity is to improve English speaking skills but the most important aim is to improve my soft skills, I am very interested to be a part of organizing an activity. I was the bureau chief of registration unit for this activity so I needed to prepare the registration form, attendance form, prepare certificates for participants and always contact with participants to ensure they can follow up what will be going on in this activity, I also needed to answer any inquiries from participants as well as my team member's. I hope I can perform better and always strengthen my soft skills for each of the activities that I will participate in future.

The graduate attributes were focused on leadership and teamworking skills, communication skills, thinking skills, and adaptability. I needed to work and cooperate with unit in order to make sure the activity can run flawless. Besides, I need to communicate with participants and my team member as I mentioned just now to handle any problems and proposed the solution to ensure any progress can be continued.

Content of the activity is about a speaker named Dr. Hema Rosheny Binti Mustafa who taught some basic English grammar, pronunciation and many other English-related knowledge which really helped to improve our English language skills. At the end of the event, we had a quiz session via Quizizz and we also prepared the cash prize for top 3 winners.

## **5. Self-reflection**

Impact of this activity on the development of my Graduate Attributes is I was able to gain a great experience to work in a team to organize a program intending to build up my leadership and teamworking skills. Besides, my communication skills, thinking skills and adaptability has been improved as well in terms of communicating with stranger participants and handling their inquiries, I needed to give them the clear instruction to ensure they were very clear about the activity that they participated, that was kind of an evaluation for me to deliver the comprehensible messages for them. In addition, for thinking skills and adaptability that I stated just now, these skills were developed as I had to notify the participants about any urgent update regarding to their activity immediately or appease the participants if there are some fatal errors occurred such as technical error, speaker could not attend the activity due to another urgent meeting et cetera. The challenges that I faced in this activity were some participants do not obey the instruction that provided by us because they did not read the messages which we sent in group, so I needed to keep reminding them personally to make sure they can really know what we wanted to tell them. Lastly, some participants might not be able to join the activity so we decided to send the video recording of our activity for those who did not attend in activity.

6. Photo of Proof

