Excel Mini Report

Activity: Adobe Illustrator Workshop

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MATRIC NO.	**A20EC0232**
PROGRAMME	**Bachelor of Computer Science (Computer Networks and Security)**
ACADEMIC ADVISOR	**Prof. Ts. Dr. Md. Asri Bin Ngadi**

1. **Activity Information**
   - Date: 4 March 2022 until 5 March 2022
   - Venue: Cisco Webex Meetings
   - Organize: JKM KTDI UTM

2. **Graduate Attributes**
   - Communication skills
   - Thinking skills
   - Leadership and teamworking skills
   - Adaptability

3. **Position/Rule**
   - Committee – Committee of registration unit

4. **Mini Report**

   Justification in joining this activity is to learn how to use Adobe Illustrator 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 a committee of registration unit for this activity so I needed to prepare the registration form, attendance form, submission form for participants' work, 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 communicate with others team member and leader to ensure the workflow is correct. 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/leader 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 En. Azizul bin Azman who taught how to use Adobe Illustrator, this was a 2-days event and there had some exercises provided for participants to practice themselves, they were required to submit their work to the submission form which provided by us in order to get the e-certificate.

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

CERTIFICATE

OF PARTICIPATION

WE HEREBY RECOGNIZED

YU KOK YONG

010419-01-1489

FOR TAKING PART IN THE

ADOBE ILLUSTRATOR COURSE

HELD ON 4TH AND 5TH MAC 2022 AS

REGISTRATION COMMITTEE

LT KOL PROF. MADYA DR. MOHD NOOR AZLI BIN HJ. ALI KHAN
PRINCIPAL
KOLEJ TUN DR. ISMAIL
UNIVERSITI TEKNOLOGI MALAYSIA