



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

UKQE 3001

EXTRA-CURRICULAR EXPERIENTIAL LEARNING

SEMESTER 2 SESSION 2020/2021

ASSIGNMENT 1

REPORT 1

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SECTION : 14

MIND MAP

Reporting

- FIESCOPE'19
- 4-6 October 2019
- Organized by JKM Kolej Perdana
- PIC of cooking competition

Responding

- Feel proud, scared and excited
- Not confident with the task given
- Happy everything went well

Relating

- Similarities and different between past program handle
- Increase knowledge, ability and skills

Reasoning

- Always taken important aspect into consideration
- Ensure progress according to the planning
- Perspective from felo, kolej staff and higher commottee

Reconstructing

- Learnt gained from the program
- Be better leader in the future
- Involve in others program later

SUMMARY

1.0 Reporting	1.1 Situation	<ul style="list-style-type: none">• Festival Integrasi Kolej Perdana 2019 (FIESCOPE'19)• on 4-6 October 2019• Organized by JKM Kolej Perdana• Collaboration with HEP UTM JB
	1.2 Involvement, Role	<ul style="list-style-type: none">• 14 Participant• Including UTM staff and student• Person in charge for cooking competition
	1.3 Key Aspect of Situation	<ul style="list-style-type: none">• First time to handle cooking competition• First time to be leader of committee for cooking competition• Work together with committee
2.0 Responding	2.1 Feeling	<ul style="list-style-type: none">• Proud,• Burden• Scared• Excited
	2.2 Thinking	<ul style="list-style-type: none">• I'm not confident I can do well• Feel very hard at the beginning• Happy that everything went well as time goes by

		<ul style="list-style-type: none"> • Proud that I can handle my team very well • Excited that the competition went smoothly
3.0 Relating	3.1 Other Experience	<ul style="list-style-type: none"> • I have been an activity committee for haunted house before in UTM
	3.2 Similarities	<ul style="list-style-type: none"> • Good cooperation from teammates • Higher committee helps and give support a lot
	3.3 Different	<ul style="list-style-type: none"> • Handle different task and department • Give task to team to ensure the competition went well • Have to know the progress of competition from early stages until end
	3.4 Knowledge & Skills	<ul style="list-style-type: none"> • Communications Skills • Leadership skills & teamworking skills • Adaptability skills • Thinking skills
4.0 Reasoning	4.1 Important Aspect	<ul style="list-style-type: none"> • Ensure the progress are according to the planning • Make sure the participant is happy with the result • Treat participant fairly without bias • Show good image to public

	<p>4.2 Felo and Kolej Perdana staff perspective</p>	<ul style="list-style-type: none"> • Proud with the work done by committee • They believe the teams can do well when organised the events • Wish the committee can takes part as a committee once again at next event
	<p>4.3 Higher committee members</p>	<ul style="list-style-type: none"> • Congratulate committee for all hardships and works done • Understand the burden and difficulties faced by teams • Wish to works together again
<p>5.0 Reconstructing</p>	<p>5.1 Learnt</p>	<ul style="list-style-type: none"> • Be better leader next time • Do not simply assign tasks to person before ensure their ability • Choose people who ease your task not increase your burden • Helps people to do better in their tasks • Always communicate with people
	<p>5.2 Future Planning</p>	<ul style="list-style-type: none"> • Involve in other program or events

REFLECTIVE REPORTS

On 4 to 6 October 2019, Kolej Perdana committee with the collaboration of HEP Universiti Teknologi Malaysia (UTM), organized Festival Integrasi Kolej Perdana 2019 (FIESCOPE'19). This program is an annual program for Kolej Perdana which involved the residents of Kolej Perdana, UTM students, lecturers, staff and public. There are many activities prepared including singing contest, abseiling, cooking contest, blood donation and many more. This program was well received due to the promotion activities that carried out by all the committee members by distributing flyers, promote on social medias and do a road show to other colleges.

I was appointed to be the person in charge for the cooking contest. The name for the contest is Cooking Madness Competition. This competition was sponsored by ADABI. There are 7 groups in total with 14 participants overall. The participants are from UTM students, UTM Staff and also public. For the committee members, there are 5 persons including me. This is my first time to handle a cooking competition also becomes a leader of a committee. During that time, my only wish is I hope I can be a good leader and works well with my members.

At first, when I was offered to be the PIC, I hesitated to accept the offer. Everything comes across my mind and at the same time I got a mixed feeling. I'm not confident that I can do well because I never be a leader in any programs at UTM before. I'm very afraid that my inexperience will give a negative impact to the programs. I also worried that my team members and I cannot build a great teamwork's. However, I think this is an opportunity for me to enhance my skills in leaderships also communication skills. So, I decided to accept the offer. At the beginning, everything seems so hard to cope with because I think that I have to bear all the burden myself, but, as the time goes by, I realised that my team members give a greatest help for me. They always there when I need them and give opinion and suggestion for all the problems arises. I feel very happy that my members can understand me very well. We also made a backup plan to ensure if any unexpected events occurred during the competition, we can manage it properly without disrupt the flow of the competitions. Thankfully, everything that we planned are done accordingly and we feel very proud that the competition went smoothly.

Previously, I have joined a program that organised a haunted house for UTM convocation festival. I was a committee member for activity. This program was organised

during night for 8 days. The similarities from both program that I saw was both committee member give full cooperation to ensure the program can be done properly. The higher committee also helps and give a lot of support. They always asked if we faced with difficulties and offered their helps also, they listen to our complaints and give feedback for matters that we need them to comment. However, the position I held in both programs are different, so, my task also different. I can see that my leadership and teamworking skills increase greatly when I joined this program. Before this, I only follow the instruction from my leaders, while this time, I was the one who give the task to my members. I asked my team members about their abilities and which position they feel confident to do, before I divided the task. I done that to ensure the progress of the competition can works smoothly. I also asked them to keep me updated with the progress of the tasks I asked them to handle from the early stages until the end of the competition. This is also to ensure there is no miscommunication happen while we do our jobs. Besides that, we also enhance our adaptability and thinking skills. For example, whenever we joined a program, the members might be a student of different years and faculties, but we manage to blend together as a team. Besides that, there also an unexpected event happened a week before the competition were held. One of the judges suddenly have a conference and cannot attend the competition at that day. So, we have to search for a new judge as fast as we can to replace the current judge. We have to contact few persons and after few rejections, thankfully, we managed to get a new judge four days before the competition.

For me the most important aspect when conduct a program is to ensure the progress are done according to the planning. This can only be done when we have a great teamworking. The power of working in a team can never be compared to individual effort. We can achieve something that we can never gained from working individually. From the teamworking, we can have different perspectives and feedback to make the program more creative and livelier. Other than that, we should treat all the participants fairly without any bias. We must ensure that all participants happy with results and acknowledge the winner. We don't want any participant to dispute the results and said we being bias to other participants. We ensure that all the judges are honest and truthful to their decision when give the results. We must also be polite no matter in what condition even there is somebody who being rude to us first, but, be sure to know the limit because we don't want them to step on us wrongly. When we want to correct the situation, we must use a proper language and address the other person with politeness. This is to show a good image as an organizer of the events. We can also inspire others to be better persons when they watched our attitudes. We also received a compliment

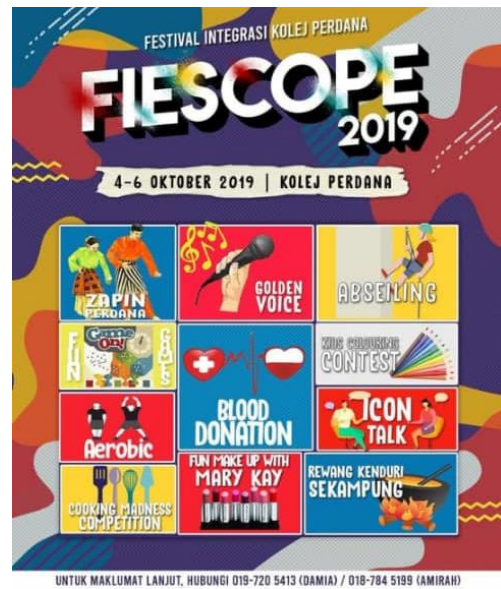
from Felo and staff of Kolej Perdana also from the higher committee members. They feel very proud with the members and congratulates us for the hardship we have been through while preparing for the competition. They also wished to works together again in the next program they organized. This made me realize that whenever we do something wholeheartedly, people will see our effort and appreciate it. I understand that given a good impression to others can helps us do better in our jobs also makes people happy and helpful to us.

From this program, I learnt that we must grab any oppotunities ahead of us that can helped to improve ourselves. I also learnt how to be a better leader and hope to be the best version of leader next time. While being a leader, I realised that we must always chose people who can help to ease our burden not the otherwise. I also learnt that we cannot simply assigned task to someone before we know their abilities because this can make the works delayed when the person in charge cannot perform their tasks excellently. From now on, I will always communicate with people to avoid future errors, gain insight from differing perspectives, and learn new concepts from more experienced colleagues. I also hope in the future, I can always involve in other programs that would help me boost my soft skills and personal skill.

PHOTOS OF THE PROGRAM



Poster Cooking Madness



Poster FIESCOPE '19



Picture during the competition

LINK TO E-PORTFOLIO