



ExCEL ACTIVITY REPORT

PROFESSIONAL TUTOR CAMP KELAB BAHASA MANDARIN SEMESTER II SESSION 2020/2021

NAME

TEE HUI YOU

MATRIC NO

A19EC0170

COURSE CODE

2/SECP

PROGRAM

BACHELOR OF COMPUTER SCIENCE (DATA ENGINEERING)

BATCH

2020/2021

ACADEMIC ADVISOR

Dr. ARYATI BINTI BAKRI

CONTENT OF THIS ACTIVITY

Professional Tutor Camp is an activity that will be conducted routinely by Kelab Bahasa Mandarin (KBM). In this semester, KBM first tried to organize the camp virtually using Google Meet and Cisco Webex Meetings platforms on 7th May 2021 and 8th May 2021. The main goal of this activity is to strengthen the bond between the members of the club. Besides game sessions, we also invited two speakers from other schools to give a small talk on self confidence improvement and team working between peers.

JUSTIFICATION IN JOINING THIS ACTIVITY

As the Vice Director of Kelab Bahasa Mandarin, I was responsible to guide all of the Units for the preparation of camp. In this activity, we have six departments which are the Ice Breaking Unit, Game Unit, Course Unit, Discipline Unit, Multimedia Unit and Emcee Unit. I had to communicate with all of the committee members, make sure they are conducting their parts orderly and smoothly. Besides that, I need to prepare the activity tentative for all of the committee members during the activity.

GRADUATE ATTRIBUTES

1. Communication Skills

As the leader of this activity, we had to make sure all of the committee members understood their own job scope. As the activity was conducted virtually online, we need to make sure the instructions were passed precisely to the subordinates. Besides that, as a leader, we shouldn't be too harsh towards them as it will pressure the committee members. Hence, I always be careful of the wordings used to reply and comment on them.

2. Thinking Skills

As this activity is first time transformed to be organized online, I had no old precedent to follow. Hence, I had to replan all of the schedules, job scopes of each unit, tentative of the

activity, and more. Besides that, I have to organize the information passed by other committee members, give sharp and straight comments to them, provide them with a new direction when they face problems, and most importantly, make decisions and solve the problems so that the activity will be held successfully.

3. Leadership and Teamworking Skills

As a leader, I worked my best to team up the committee members. The first challenge of this activity was to assign the committee members with their suitable job scope. In my opinion, every committee member has their own strengths and weaknesses. Assigning positions that are suitable for them will smoothen the progress of preparation. I also hope that the committee members are able to learn new things from the jobs assigned. I also make sure that all team members contribute evenly throughout the event and no one is left out.

4. Adaptability

This is the first online event that I ever hosted. At first, I had no pictures on how to conduct the activity. However, I immediately adjusted my emotions and tried my best to come out with a draft which was then brought to be discussed with my partners. Everything was new to me but eventually, I gained a lot of experience and organized the event successfully with the help of my partners and committee members.

5. Global Citizen

Application of this attribute can be observed when I am arranging the committee members. Among the committee members of KBM, I made the most suitable arrangement of grouping in each unit. My considerations while assigning them into units are their strengths, weaknesses, their past interactions between departments and more. I hope to allow them to team with committee members who has lesser interaction in the past, and are able to learn new things from each other besides ensuring the efficiency of preparation. I also tried my best to develop an argument and guide them to voice their opinions.