

GRADUATE ATTRIBUTES



BY DOYENNE



TABLE OF CONTENTS

01

Introduction

02

Digital Capability

04

Creative and Critical
Thinking

06

Time Management

08

Communication
Skills, Leadership
and Teamworking

10

Board of Editors

11

References

GRADUATE ATTRIBUTES



INTRODUCTION

We, Doyenne, is known as a woman who is prominent and has a lot of experience in a particular field. In this group work, our team holds tightly with our motto of "Pink doesn't mean weak. Together we define.", followed by two team rules which are an effective corporation to complete the tasks in a timely manner and create and organize an excellent magazine so that readers can learn more about graduate attributes. From our proposed logo, the pink color of our frame resonates well with our motto and the crown symbolizes that girls can also be a leader.



This magazine was created and published for readers to discover more about graduate attributes that they show during their years of study which are digital capability, creative and critical thinking, time management, communication skills, leadership and teamwork. These attributes will guide graduates in job applications and interviews in the future.

Digital capability is the most important attribute for today's twenty first century graduates. This is because through digital capability, you can improve other graduate attributes such as your creative and critical thinking by using the Internet for references. It also boost your time management through applications and software to be more productive and structured. Last but not least, digital capability enhance your communication skills, leadership and teamworking as you can discuss and do your work together through online platform when there are meeting barriers. Hence, when the graduates possessed digital capability to the fullest, they already has the advantage to be employed.

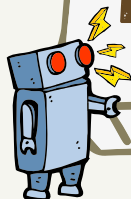


“Success is achieved and maintained by those who try and keep trying.

-W. Clement Stone-

DIGITAL CAPABILITY

BY WONG LI JIE A21EC0238



Rapid technological change in this modern era truly requires candidates in future to develop digital skills in order to achieve success from several perspectives, especially in term of career goal. Indeed, employers nowadays are increasingly searching for competent graduates who are proficient in digital technology. Well, let's get back to the topic, what is digital capability? It is actually the aptitude as well as attitude that should be acquired by an individual to compete in this digital society for a long term. This requires the graduates to be highly-autonomy in self-studying technology-related knowledge and be able to utilize it in many forms. The process of figuring how to build up our digital capabilities can better prepare ourselves for a progressively digital world. Take some time to explore the digital world can best help us to find out own strengths and weaknesses.



"CHALLENGE YOURSELF; IT'S THE ONLY PATH WHICH LEADS TO GROWTH."

— MORGAN FREEMAN —



WHAT ARE THE COMPONENTS OF DIGITAL CAPABILITY ?

Communication

Internet allows global communication for sure, the world are connected digitally in a way which we are hugely depending on Internet especially in this pandemic time. Thus it is crucial that graduates are able to communicate effectively in digital spaces such as text-based forums and various kind of social media to fully engage in a public conversation.

Critical Thinking

There is a huge amount of information on the Internet, we should evaluate the validity and reliability of certain claims by critically assessing into the online contents. Fake news are all around, evaluation is the key to disprove lies.

Problem-Solving

Search engines like Google and Yahoo enable us to navigate through thousand samples of solutions and collect useful information. The ability of doing some digital research is essential in problem-solving process. Besides, graduates are encouraged to be familiar with software such as Microsoft Word and Excel in order to accomplish certain tasks and problems.

Presentation and Creativity

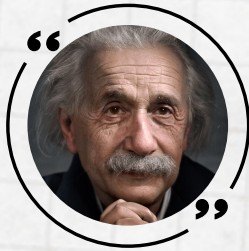
Presenting relevant and accurate information in a visually pleasing and easy to understand manner using digital tools for example Microsoft PowerPoint, Canva and Photoshop. Graduates should also develop some general knowledge regarding web production and design process to grow own competency.

Collaboration and Participation

By understanding how digital networks and features work, we are allowed to work across social, cultural and linguistic barriers. Actively participating in digital teams benefit us in term of the development of knowledges.



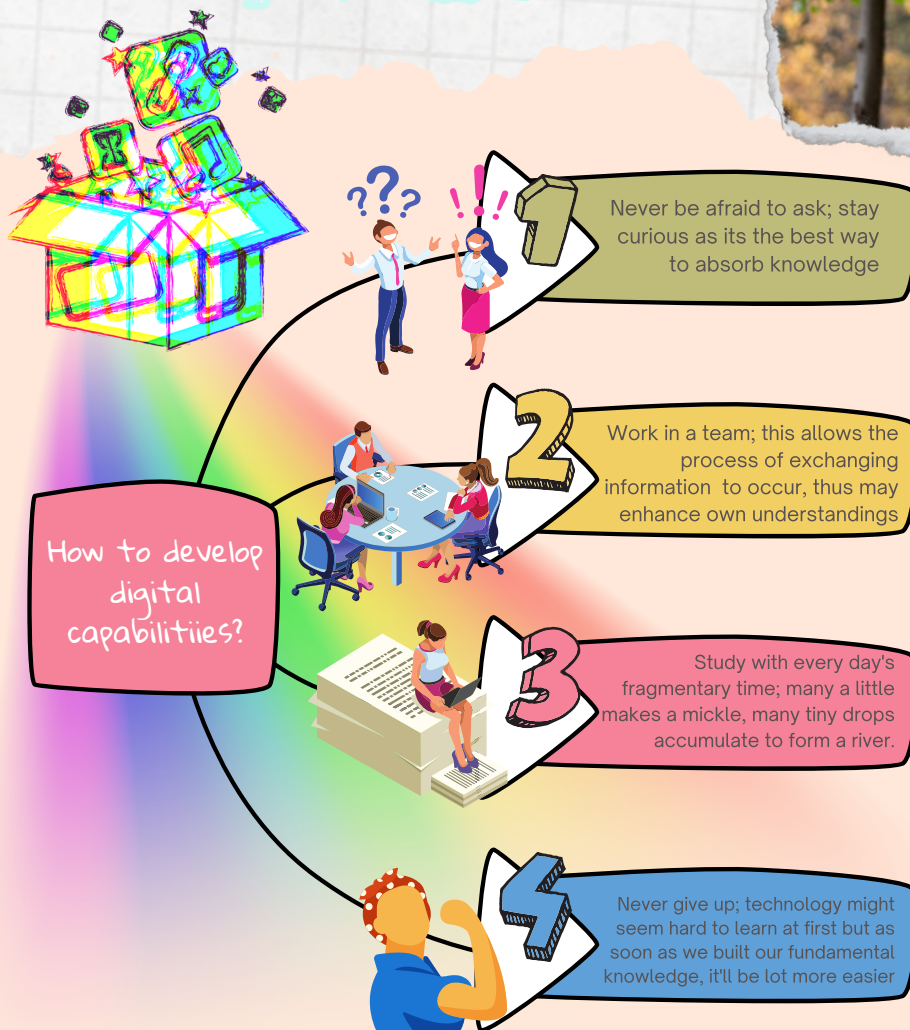
Never stop to learn because...



" Wisdom is not a product of schooling but of the lifelong attempt to acquire it. "

-Albert Einstein-

As mentioned, digital capabilities are important in term of helping us to get a job and living in this competitive world. In other word, it is a must for graduates to acquire those skills as the world today is developing rapidly.



Some digital communicaiton tools that are trendy today...



Discord allows direct communication among people via text and voice channel, one good thing about it is user can create servers. Channels created can be organized and users can generate rules in server. In addition, it best for the gaming people as discord makes chatting a lot more easier.



Microsoft Team is usually used for organizations like a company, it secures online meeting, chat and cloud storage for free. Setting up a team in this app ease the process or organizing meetings through calendars and able to sync with other apps such as OneNote.



Zoom is best for organizing events like webinar. It allows users to create breakout rooms for certain purpose. In term of user-friendly, Zoom allows us to join the meeting instantly compared to other meeting apps which require a lengthy registration process.

Canva

Contains large amount of free templates and elements to design posters, media social posts and presentation slides.

Some of the best choices to make your presentation more engaging !

These apps allow users to create mind map with free account. Complex information can be presented to the audiences in the simplest way.

Lucidchart

mindmaster

coggle

GitMind

Microsoft 365



This is a software that that includes productivity Microsoft Offices apps and provides connected experience to increase the efficiency at work !



03

CREATIVE AND CRITICAL THINKING

by NG QIAN HUI (A21EC0212)



CREATIVE THINKING

is a way to carry out tasks, face situations and solve problems from a fresh perspective. For creative thinkers, they will refer to problems as an opportunity to challenge conventional assumptions and sources to generate new solutions that are not based on past experiences. In short, creative thinking is a way of moving beyond our thinking barriers.

The common characteristics of a creative thinker are curiosity, open-mindedness, divergent thinking, flexible thinking, and having a wide range of interests.

CRITICAL THINKING

is an ability to think and analyze in an organized and rational manner in order to understand the connection between ideas thoroughly. For undergraduate and postgraduate students, critical thinking skill is crucial in reflecting and scrutinizing the information and knowledge delivered to us. In terms of the workplace, an employee who practiced critical thinking is considered a valuable employee or leader.

Most of them are reflective, independent, and competent. It benefits the employees to find inconsistencies in work, solve complex problem and improve the work quality.



Learn to use your brain power.
Critical thinking is the key to creative
problem solving in business.

— Richard Branson —

HOW TO BE A CREATIVE AND CRITICAL THINKER ?

Ways to improve creative thinking

1. Be a lifelong learner

Experience and knowledge are important components to spark one's creativity. Individuals can continuously learn from their own feelings, imagination, experiences and their environment.

2. Take constructive criticism graciously

Learn to stop reacting emotionally when given any criticism as it helps in triggering a new direction of thinking.

3. Do the "no bad idea" brainstorming activities

Bring up a formal or non-formal topic to the brainstorming. It is important to make sure there are no negative comments on each other idea proposed.



Elon Musks' "3-Step" First Principles Thinking:
How to Think and Solve Difficult Problems
Like a Genius

In simple words, first principles thinking method or "reasoning form first principle" is basically the practice of actively questioning every assumption you think about a given problem or scenario so that complicated problems are broken down into basic elements so that a new solution and knowledge can be created from scratch.

On the other side, reasoning by analogy is thinking and solving problems based on prior knowledge, assumptions, and beliefs that are approved by a majority of people. This thinking approach was once used by the philosopher Aristotle and is used now by Elon Musk.

"Because if you applied that reasoning to anything new, then you wouldn't be able to ever get to that new thing.... you can't say, ... "oh, nobody wants a car because horses are great, and we're used to them and they can eat grass and there's lots of grass all over the place and ... there's no gasoline that people can buy...."

Here is the **3 steps of first principles thinking** by him.

1. Identify and define your current problems
2. Breakdown the problem into its fundamental elements
3. Create a new solution from scratch

This is a quick example from Elon Musks about battery packs during an interview with Kevin Rose.

... they would say, "historically, it costs \$600 per kilowatt-hour. And so it's not going to be much better than that in the future. ... So the first principles would be, ... what are the material constituents of the batteries? What is the spot market value of the material constituents? ... It's got cobalt, nickel, aluminum, carbon, and some polymers for separation, and a steel can. So break that down on a material basis; if we bought that on a London Metal Exchange, what would each of these things cost? Oh, jeez, it's ... \$80 per kilowatt-hour. So, clearly, you just need to think of clever ways to take those materials and combine them into the shape of a battery cell, and you can have batteries that are much, much cheaper than anyone realizes

TIME MANAGEMENT

By TIA SIAW XUEN A21EC0233

WHY IS IT IMPORTANT

1. Boost Your Efficiency

You'll become more focused at work if you know how to manage your time effectively, it enables you to do more in less time. Instead of aiming to finish a assignment within 10 minutes before a class, you might do a few minor task in that time and save the more time-consuming chores for when you have a larger block of time available. You'll be able to work more efficiently.

2. Improve Career Prospects

Time management may assist you in becoming a more dependable employee who consistently provides high-quality work on time. As a result, you will become more valuable as an employee and your professional reputation will increase. which help you discover new chances to further your career.

DEFINITION

Time management is known as the skill to spend your time wisely. You may also think of it as the skill of having enough time to do all of your tasks without feeling rushed. It seems easy, but it is much more difficult in reality. Working effectively and prioritizing your time may be a better way to describe time management.



3. Improve the Quality Of Work

You can put more thought and attention into your job when you aren't continually rushing to fulfill a deadline. Time management allows you to prioritise your duties and guarantee that you have adequate time to finish each of the tasks. When you're not hurrying to finish anything before a deadline, the quality of your work improves.

4. Reduce Your Anxiety

It's easy to grow nervous when you have a long list of tasks to do both at school and home. Good time management may help you prioritise your to-do list and set aside the time required for your most important tasks, so you know precisely what you need to do and how much time you have to do it. Giving yourself enough time to complete the work will help you feel less stressed.

HOW TO IMPROVE TIME MANAGEMENT SKILLS

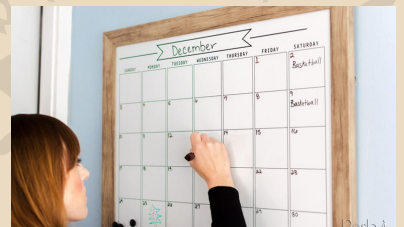


Goal-Setting

Setting good objectives may be an essential time management skill. Goals are your motivation, and they motivate you to begin working. Always create vital objectives for yourself, ones that will encourage you; otherwise, you'll lose motivation and quip up as soon as you reach a snag. You'll not complete your work, and any time spent pursuing the aims will be wasted. You may make a weekly to-do list, prioritise your tasks, and jot down your goals.

Getting Rid of Procrastination

Procrastination is defined as the act of delaying or postponing something. You're wasting time through this delay. Thus it is crucial to deal with procrastination. Failing to do so may result in chronic procrastination. You may make your distant deadline seem nearer to prevent thinking you have ample time. For example, you can break the task down into smaller sub-tasks with shorter deadlines and work appropriately.



Tips for utilising digital capabilities to save time

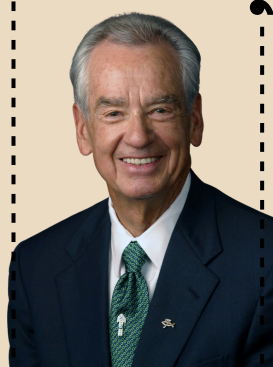
- ① Using software for creating documents, presentations, spreadsheets, editing photos instead of papers
- ② Using email and social media as communication tools
- ③ Build a personal digital environment by connecting services and tools.

Begin Your Tasks As Soon As Possible

If you have time, starting a task before you're supposed to start working on it might assist you in getting through the earliest phases of preparing an assignment. This allows you to start organising your plan ahead of time, which might help you avoid procrastinating.

Focus On a Single Task At a Time

Multitasking may seem to be an excellent way to get more work done in a shorter amount of time. Those who concentrate on one task at a time, rather than multitasking, perform each task quicker and with higher quality. Spending your time focusing on one project at a time can help you avoid distractions.



Lack of direction, not lack of time, is the problem. We all have twenty-four hour days.

-Zig Ziglar-

COMMUNICATION SKILLS, LEADERSHIP & TEAMWORKING

by Nurkhairunnadiya
binti Ahmadi (A21EC0217)

COMMUNICATION SKILLS



Communication is a process of conveying information from the sender to the receiver. Meanwhile effective communication is when the information interpreted by the receiver is the same as the senders intended.



Importance of Effective Communication

Communication skills are the most important competencies in graduates in order to get employed. Hence, an effective communication is important at workplace as every work have an organization that need to be kept in order so the good image and reputation of the company can be maintained. Listed below are the importance of effective communication.

The success of your career depends significantly by the effectiveness of your communication. This is because a good communicator can work productively as they know how to solve a problem or conflict by communicating and asking opinions from other people.

The basis of ethical management in an organization. Communication is a key to every relationship however it is deadly in workplace if there is miscommunication. Thus, Effective communication lead to the development of the organization by achieving its' goals.

Improve your work performances. When effective communication is achieved, you can relate well with other people as you interact with different people as everyone have their own ideas and opinions.



How to become an Effective Communicator

Clearly state the purpose you speak, present or asking such as to ask for opinions, to recommend people or to complaint. This can lead to the receiver to take note on the points you are talking about and clearly understand it. Hence, this would make the receiver eager to listen and focus of your talk.

Speak audibly, clearly and confidently. Use simple yet precise words when speaking and speak loudly with appropriate tone to ensure the receiver can hear and understand. Keeping an eye contact and a good body posture while talking also a sign of your confidence.

Be attentive and do not interrupt when the sender is speaking or presenting. Give the speaker your full attention without doing unnecessary gestures or actions such as tapping your legs or pens. Asking questions when the speaker done speaking or presenting and ask politely by raising your hand before asking. These actions also show how respectful you are.

Show interest when the speaker talking by giving appropriate gestures such as nodding as a sign you understand or agree the statement given. Other than that, asking open-ended questions also an indication that you are interested and focus during the discussion.





Leadership

Is a process of influencing people to follow you willingly towards desired objective and aim.



Importance of leadership

Unite people towards the goals through effective communication

A leader should be able to communicate effectively and convince its followers to be committed in their work to achieve the goals of the organization.

Encourage teamworking and mutual trust

A leader is the one who initiate the people to start working together regardless of their ranks. This shows that the leader trust all its people by giving the work accordingly that lead the mutual trust as the decision making is fair and square.

Inspiring and empowering the people

A leader inspire the people to work hard to accomplish their goals and lead them to the right direction by giving instructions and tips.



Set the corporate culture

A leader have to determine the values, beliefs and rules for the organization towards their vision so the aim of the organization can be fulfilled.

A good leader

1. **Personal integrity** - a truthful and an honest person so there's no unfairness happened.
2. **Expert** - have a deep knowledge and clear understandings in the area needed.
3. **Mature** - able to control emotions and professionalism while ruling.
4. **Flexibility** - easy to adapt with the environment and situations so when problems arise, it can be solved instantly.
5. **Conscientiousness** - to keep the organization goal-oriented and more organized.
6. **Agreeableness** - open to any opinions and ideas to keep improving and cooperative regardless or people's background.

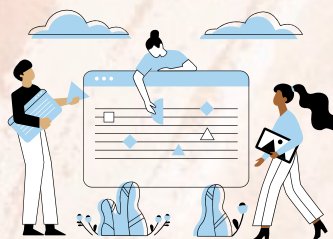
Is a way of organizing work that involves a group of two or more people into different tasks.

Teamworking



Effective Team

1. **Clear purpose** - The vision, mission, goal and task of the team has been discussed among members before it has been fixed.
2. **Comfortability** - All members are familiar and comfortable to discuss among each other to make the work more enjoyable.
3. **Participation** - All members giving inputs such as opinions and ideas during discussions.
4. **Good communication** - When there is disagreement, the members required to discuss and identify the solution together.



A good team

1. When all members are clear about the goals and share the same passion so they are committed to achieve it.
2. Have an open and honest communication so all opinions are being considered and respected.
3. Have mutual agreement so all decisions made are from everyone's choices and when there is conflicts, everyone able to discuss to get the end of it.
4. Have mutual trust so when the work is given, everyone is trusted to complete their tasks well according to the instructions given.

"A TEAM IS NOT A GROUP OF PEOPLE WHO WORK TOGETHER. IT IS A GROUP OF PEOPLE WHO TRUST EACH OTHER."
— SIMON SINEK

In conclusion, communication skills is the key to both leadership and teamworking for the graduates to instill in order to improve their employability.

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“Develop a passion for learning. If you do, you will never cease to grow.”



-Anthony J. D'Angelo