

## ✓ COMMUNICATION SKILLS

- CS1** Ability to convey ideas in writing clearly, effectively and comprehensible.
- CS2** Ability to deliver ideas orally in a clear, effective and comprehensible manner.
- CS3** Ability to listen actively and respond accordingly.
- CS4** Ability to make clear presentations to a diverse audience with confidence.
- CS5** Ability to use a variety of media in presentations.
- CS6** Ability to negotiate and reach agreement.
- CS7** Ability to communicate with people from different cultures and backgrounds.
- CS8** Ability to use third language in conversations when the need arises.

## ✓ THINKING SKILLS

- TH1** Ability to define and analyze complex, overlapping, ill-defined problems and make well-supported judgment.
- TH2** Ability to expand on and discuss ideas.
- TH3** Ability to look for alternative ideas and creative solutions.
- TH4** Ability to 'think outside the box'.
- TH5** Ability to think critically.
- TH6** Ability to think holistically and systematically.

## ✓ SCHOLARSHIP

- SC1** Ability to seek and manage relevant information from a variety of sources.
- SC2** Ability to be receptive to new ideas towards self-directed or autonomous learning.
- SC3** Ability to develop an inquisitive mind.
- SC4** Ability to use systematic research methodology.

## ✓ LEADERSHIP AND TEAMWORKING SKILLS

- TW1** Ability to establish rapport, interact and work effectively with others to accomplish common objectives.
- TW2** Ability to lead and influence team members to complete given tasks.
- TW3** Ability to understand other people's attitude and behavior, respect their ideas and have mutual trust.
- TW4** Ability to understand responsibility towards group decision.

## ✓ ADAPTABILITY

- AD1** Ability to adapt to the culture of new communities and work environment.
- AD2** Ability to recognize potential for improvement.
- AD3** Ability to apply known solutions to new situations.
- AD4** Ability to initiate and implement change.
- AD5** Ability to work effectively under pressure.



# UTM GRADUATE ATTRIBUTES

## ✓ GLOBAL CITIZEN

- GC1** Spiritually grounded, compassionate and caring.
- GC2** Ability to keep updated with current world issues.
- GC3** Ability to act ethically in making decisions and interacting with the community.
- GC4** Ability to act professionally and responsibly in carrying out duties.
- GC5** Ability to understand the impact of socio-cultural, economic, environmental and politics on professional practices.
- GC6** Ability to practice and prioritize principles of sustainability in making decisions.

## ✓ ENTERPRISING SKILLS

- ES1** Ability to identify opportunities (including business).
- ES2** Ability to use innovative methods in dealing with issues.
- ES3** Willingness to take risks.
- ES4** Ability to use entrepreneurial mindset in dealing with problems.
- ES5** Ability to be resilient.
- ES6** Ability to act effectively and imaginatively in difficult situations.

## INTRODUCTION

In line with UTM's vision and mission statements, the University is committed to graduating competent, creative and versatile professionals who are guided by high moral and ethical values in the service of God and mankind. This will require graduates with sound disciplinary and professional knowledge, high self esteem and effective skills in communication, team working, problem solving and lifelong learning.

The University has therefore identified a range of attributes and generic skills which will enable our graduates to function effectively in a wide range of social and professional contexts. The development of these attributes will be embedded within the contexts of the students' discipline or professional field.

## WHAT ARE GENERIC SKILLS?

Generic skills are the general skills, qualities, knowledge, abilities and traits that a person should possess to succeed in one's studies and career. Such skills enable a person to function and contribute effectively in solving problems, communicating effectively, thinking critically and creatively, and acting as effective team members at work. Generic skills are also known in other foreign universities as 'core skills', 'essential skills', 'employability skills', 'transferable skills' and 'trans-disciplinary'. Such skills, once acquired, are transferable to other areas of one's social, academic and professional life.

Rapid changes since the early 1980s, especially in technology, manufacturing and marketing, ICT and worker mobility have resulted in an increasingly competitive borderless world. Industry however, does not have the luxury of time to train or retrain graduates. What is needed now is a dynamic and versatile pool of human resources from universities capable of fitting in quickly to meet the challenges and demands of

the workplace. Graduates must be knowledgeable and technically competent with the right attitude, traits and skills. Thus, they need value-added generic skills that go beyond disciplinary knowledge. Specifically, generic skills are needed for the following reasons:

- ◆ The need to remain competitive
- ◆ The need to acquire new knowledge in a knowledge-based world
- ◆ The need to socialise and interact in an inter-dependent world
- ◆ The demands of the workplace

The growing emphasis on the need for generic skills among graduates is partly a result of feedback from employers in industry. Among the skills highly valued by employers are:

- ◆ communication skills
- ◆ honesty/integrity/ ethics
- ◆ teamwork skills
- ◆ interpersonal skills
- ◆ motivation/initiative/enthusiasm
- ◆ capacity for critical and independent thinking
- ◆ flexibility and adaptability
- ◆ personal presentation and self confidence
- ◆ professionalism
- ◆ problem solving and creativity
- ◆ ICT skills

## HOW ARE GENERIC SKILLS DEVELOPED IN UTM?

In UTM, generic skills will be developed through various in-class learning activities such as class discussions, group work, brainstorming sessions, presentation, role playing and apprenticeships. There will also be out-of-class activities such as project assignments, independent studies, field trips, site visits, community placements and industrial attachments. In addition to academic activities, campus and co-curriculum activities will also be organised to help students develop generic skills.

## HOW CAN YOU CONTRIBUTE TO THE DEVELOPMENT OF YOUR GENERIC SKILLS?

Generic skills cannot be developed overnight. You can enrich your generic skills by participating proactively in and out of classrooms, in co-curricular activities and through various informal contacts. You have to continuously seek opportunities to improve yourself through your daily activities and interaction with others.

## UTM GRADUATE ATTRIBUTES AND GENERIC SKILLS

To ensure that generic skills are systematically developed in UTM, the university has identified the following **seven (7)** Graduate Attributes and their respective Generic Skills:

### 1. COMMUNICATION SKILLS

Communication skills incorporate the ability to communicate effectively in Bahasa Melayu and English across a range of contexts and audiences.

- ★ **CS1** Ability to present ideas clearly, effectively and confidently through written and oral modes.
- ★ **CS2** Ability to listen actively and respond accordingly.
- ★ **CS3** Ability to make clear and confident presentation appropriate to audience.
- ★ **CS4** Ability to use technology in presentation.
- ★ **CS5** Ability to negotiate and reach agreement.
- ★ **CS6** Ability to communicate with people of different culture.

### 2. CRITICAL THINKING AND PROBLEM SOLVING SKILLS

Critical thinking and problem solving incorporate the ability to think critically, logically, creatively and analytically.

- ★ **CTPS1** Ability to define and analyse problems in complex, overlapping, ill-defined domains and make well-supported judgment.



- ★ **CTPS2** Ability to apply and improve on thinking skills, especially skills in reasoning, analysing and evaluating.
- ★ **CTPS3** Ability to look for alternative ideas and solutions.
- ★ **CTPS4** Ability to 'think outside the box'.
- ★ **CTPS5** Ability to understand and adapt to the culture of a new community and working environment

### 3. TEAMWORKING SKILLS

Teamworking incorporates the ability to work with other people with different background to achieve a common goal.

- ★ **TW1** Ability to establish good rapport, interact with others and work effectively with them to meet common objectives.
- ★ **TW2** Ability to comprehend and assume the interchangeable role of leaders and followers.
- ★ **TW3** Ability to recognise and respect the attitudes, actions and beliefs of others.

### 4. INFORMATION MANAGEMENT AND LIFELONG LEARNING SKILLS

Information management and lifelong learning incorporate the ability to continue learning independently in the acquisition of new knowledge and skills.

- ★ **LL1** Ability to seek and manage relevant information from a variety of sources.
- ★ **LL2** Ability to accept new ideas and to learn independently in the acquisition of new knowledge and skills.
- ★ **LL3** Ability to develop an inquisitive mind driven by a passion for knowledge acquisition.

### 5. ENTREPRENEURSHIP SKILLS

Entrepreneurship incorporates the ability to analyse situations and recognise opportunities to use one's knowledge and skills for business opportunities.

- ★ **ES1** Ability to identify business opportunities.

### 6. LEADERSHIP SKILLS AND PROACTIVENESS

Leadership and proactiveness incorporate knowledge of the basic principles of leadership and application of the traits of leadership in one's interaction with others.

- ★ **LS1** Ability to demonstrate basic knowledge of leadership.
- ★ **LS2** Ability to take action and to get others engaged

### 7. ETHICS AND INTEGRITY

Ethics incorporates the ability to apply high ethical standards in professional practice and social interactions.

- ★ **ET1** Ability to act ethically and with a high sense of social responsibility.
- ★ **ET2** Ability to analyse and make ethical decisions when solving problems.
- ★ **ET3** Ability to understand the economic, environmental and socio-cultural impacts of professional practice.

If you have any suggestion and inquiry,  
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# Generic Skills & UTM's Graduate Attributes

