

2-YEAR PROFESSIONAL PROGRAM OF INFORMATION TECHNOLOGY
CEP - CCIT FACULTY OF ENGINEERING UNIVERSITAS INDONESIA
2ND SEMESTER
ACADEMIC YEAR 2025/2026

PROFESSIONAL SKILLS 1 - LEADERSHIP & COMMUNICATION SKILLS

Overview

This module consists of subjects related to the ability to make effective communication, working in a team and making a good self-presentation. These are three soft skills abilities that are needed by the student in a real life situation. This module emphasizes subjects that are useful for students in a working environment as an individual with an impressive personality or as a good team player with effective communication skills.

Objectives

After completing this module, the student will be able to:

1. Improve communication skills
2. Improve self-presentation skills
3. Work effectively in a team environment
4. Understand methods of planning and prioritizing
5. Understand the need for values and ethics at the workplace

Program-Specific Competency

After completing this module, the student should be able to: Implementing effective communication in a teamwork project to produce a publication video about leadership and communication skills

Learning Tools

Below are the learning tools during this session module:

1. Internet
2. Syllabus of LCS module can be found:
<https://drive.google.com/file/d/1OaAerqFKc4HCLoMwbpDqamwvPpttqni2/view?usp=sharing>
3. Book Reference : Professional Skills 1 Module or other references.
4. Previous video from previous batch can be seen here:



UNIVERSITAS
INDONESIA

CEP-CCIT

— FAKULTAS TEKNIK —

**Topic Covered in Professional Skills 1
Module**

Topic Contents
Introduction
Working In Teams
What is a teams
Need for teams
The Anatomy of Teamwork
Understanding Teamwork
Important Aspects of Teamwork
Ingredients of an Effective Teamwork
Team Roles and Responsibility
Effective Leadership
Basic of Communication
Why Communication Skills Important at Work?
What is Communication?
Types of Communication
Verbal Communication
Process of Communication
Barriers To Communication
Some Ways to Overcome Barriers
Behavioral Pattern in Communication
Importance of Listening in Communication
Introduction to Listening
The Listening Process
Factors Affecting the Listening Process
Types of Listening
Barriers to Listening
Improving the Listening Process
Effective Conversation
Conversation: The Art of Communication
Stage in Conversation
Constituents of a Good Conversation

Common Errors in Speech
Non-verbal Communication
7 Non-verbal Cues in Communication
Student Guide Body Language
Gestures
Facial Expressions
Eye Contact
Distance Spacing
Identifying Cultural Differences
Speaking Extempore
Assertive Communication
Features of Assertive Communication
The Power of Questions
Asking Quality Questions
Type of Questions
Self-Presentation
First Impressions
Factors that Create a Negative First Impression When
Appearing For Job Interview
Creating Self-Brand
Taking Charge
Visual Identity
The First Two Seconds
Maintaining Appropriate Professional Appearance



Eligibility

This assignment eligible for students from all classes in 2nd semesters include: Full Stack Developer, Internet-based System Automation, and Cyber Security.

Evaluation

The assignment will be evaluated based on these criteria:

a. Presentation of Video Concept in Quarter 3 with Q3 Faculty : 30%

Criteria based on:

- Conformance to the subject (10%)
- Presentation skills (10%)
- Knowledge of the subject (10%)

b. Final Video Presentation in Quarter 4 with Q4 Faculty : 30%

Criteria based on:

- Topic delivery throughout video (15%)
- Creativity and innovation (15%)

c. Like accumulation voted by viewers in CCIT Akademik Official Youtube Account : 40%

Assignment Guidelines

- a. The assignment is a group task in the form of a video.
- b. The maximum member of each group is **3 (three)** persons.
- c. The group must be created at the beginning of semester 2, continued during and until the end of semester 2.
- d. In the first quarter of Semester 2 (Quarter 3), the faculty will evaluate the video concept presentation of each group: what they planned to create, how, why, when, where, and who, their ideas, topics, and their material to be delivered.
- e. In the second quarter of Semester 2 (Quarter 4), the faculty will evaluate the result video.
- f. Each group is free to explore and create the content of the video, it may be a short movie, creative content, a short podcast, poetry performance, news reporting, documentary, teaching method, etc.
- g. Video content delivered in **English**.
- h. The content of the video must be free from any kind of plagiarism, pornography, sensitive issues related to specific ethnicity, religion, or specific community in controversial gender identity.



UNIVERSITAS
INDONESIA

CEP-CCIT

— FAKULTAS TEKNIK —

FAKULTAS TEKNIK UNIVERSITAS INDONESIA
CONTINUING EDUCATION PROGRAM
CENTER FOR COMPUTING AND INFORMATION TECHNOLOGY

- i. For screen recording video, it shall not block the whole screen and appear along the video.
- j. **Video content must not show face only.**
- k. Video must be free from any noises and have a clear voice and sound.
- l. The criteria of video must be in a format of **.mp4/MPEG-4**, minimum resolution **1080p**, having **max 5 minutes duration**, **9:16 aspect ratio**, and having maximum size at least below **1GB**.
- m. Example video can be seen here :
https://drive.google.com/drive/folders/1d6V5ojBeOpXPEocKasmVoS8ZXiVc87jC?usp=drive_link

Final Submission Guideline for Academic Year 2025/2026

- a. In Quarter 4, the video must be submitted to the Academic Administrator.
- b. Before submitting the video, please kindly recheck the criteria of the video. Incomplied video may result in a lower score of assessment.
- c. Submit the video through this link : https://bit.ly/CCIT_Unggahvideolcs
- d. During submission, please provide the details of the video, such as:
 - The members of the group consist of : full name and registration number.
 - The title of the video with format: Class - Group Number - Title, i.e **2SE1 - Group 1 - How to Build Strong Communication in Professional Workplace**
 - Short description related to the content of the video, i.e: This video will talk about the tips and tricks on how to build strong communication in a professional workplace. The main content will consist of 3 outlines: introduction, tips & tricks, and simulation. By learning this video, the audience may have the ability to communicate effectively, confidently, and properly.
- e. Timeline for **Even Semester Academic Year 2025/2026**
 - **Due date of Video Submission for CCIT - PNJ Program : 8 May 2026 at 23:59 WIB**
 - **Due date of Video Submission for non CCIT - PNJ Program : 22 May 2028 at 23:59 WIB**
- f. Duration of like accumulation counted :
 - **For CCIT - PNJ Program : 12 May - 12 June 2026**
 - **For Non CCIT - PNJ Program : 1 Juni - 30 June 2026**