**Instructions for Sharing IT Working Experience**

For this activity, you’ll be presenting your work experience related to Information Technology. Follow these instructions to prepare a structured and comprehensive sharing session:

1. **Prepare Your Content**:
   * **Technical Skills**: List the specific skills you used or learned, like programming languages, software (e.g., SAP, MySQL, PHP), or any database management techniques. Be ready to describe each skill's relevance to IT and your role in projects.
   * **Project Overview**: Describe any major project(s) you contributed to:
     + Objective: What was the project trying to achieve?
     + Your Role: What were your responsibilities and tasks?
     + Challenges and Solutions: Discuss any problems you faced and how you overcame them.
     + Outcome: Explain the project’s success and your contribution.
   * **Workplace Culture and Soft Skills**: Reflect on your experiences with teamwork, communication, problem-solving, and adaptability. Share any situations where these skills helped you succeed.
2. **Real-World Applications**:
   * Connect your work to practical business goals. If your work on a project helped improve efficiency or contributed to customer satisfaction, explain this impact in your presentation.
3. **Reflect and Conclude**:
   * Summarize key learnings and how this experience has prepared you for a future career in IT.
   * Include any goals or skills you aim to develop based on your experience.
4. **Presentation Tips**:
   * **Be Clear and Concise**: Stick to the key points and avoid too many technical details.
   * **Use Visuals**: If applicable, include diagrams, screenshots, or examples to illustrate your work.
   * **Practice**: Prepare to answer questions and discuss your experiences confidently.

This presentation is an excellent chance to reflect on your IT journey and showcase the knowledge you gained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Excellent (5)** | **Good (4)** | **Satisfactory (3)** | **Needs Improvement (2)** | **Poor (1)** |
| **Technical Skills** | Clearly describes relevant technical skills, tools, and technologies with detailed examples of usage. | Describes relevant technical skills and tools with some examples, mostly accurate. | Describes skills and tools but lacks detail or examples. | Briefly mentions technical skills, lacks clear examples. | Does not describe relevant technical skills. |
| **Project Overview** | Provides comprehensive project details, clearly explaining objectives, role, challenges, and outcomes. | Provides good detail on the project, covering most key aspects with minor gaps. | Briefly describes project, but key details (objectives, role, challenges, outcomes) are missing. | Project description is vague and lacks structure. | Does not describe a relevant project. |
| **Workplace Culture & Soft Skills** | Clearly demonstrates experience with teamwork, communication, and problem-solving, with examples. | Describes teamwork and soft skills with some examples, mostly relevant. | Mentions teamwork and soft skills but lacks examples or relevance. | Briefly mentions soft skills, lacks examples and relevance. | Does not address teamwork or soft skills. |
| **Real-World Application** | Provides a clear link between work and business impact, demonstrating understanding of real-world IT. | Explains some connection to business goals, showing moderate understanding. | Mentions the business impact but lacks clarity or examples. | Briefly mentions impact without clear understanding. | Does not discuss real-world application. |
| **Reflection and Future Goals** | Provides insightful reflection on learning and future goals in IT, showing growth and direction. | Reflects on learning and future goals with some clarity, showing growth. | Briefly reflects on experience, lacking depth or future goals. | Reflection lacks focus, goals unclear or missing. | Does not reflect on experience or future goals. |
| **Presentation Style** | Engages audience well, uses clear visuals, concise language, and answers questions confidently. | Presentation is clear, uses visuals, and answers questions with moderate confidence. | Presentation is understandable but lacks engagement or clarity. | Presentation lacks structure and engagement, unclear explanations. | Presentation is unclear, confusing, or incomplete. |