

LOG IN TO THE FUTURE

START NOW



RAIKAN ILMU

Content

HOW TO BE READY FOR YOUR FUTURE Pg. 5-11

- FUTURE WORK TRENDS
- TODAY VS TOMORROW
- THE FUTURE OF WORK AND IT'S IMPACT
- CHECKLIST FOR THE FUTURE

HOW TO ENJOY LEARNING IN ITE Pg. 13-20

- YOUTHSPACE@ITE
- EDUCATION WITHIN ITE
- EDUCATION BEYOND ITE
- STAYING RELEVANT THROUGH LIFELONG LEARNING
- RESOURCES FOR ITE STUDENTS
- HOW CREATIVE ARE YOU?

HOW TO BE FINANCIALLY PREPARED Pg. 27-30

- PREPARING FOR YOUR CURRENT EDUCATION
- PREPARING FOR YOUR FUTURE EDUCATION
- FINANCIAL SUPPORT FOR HOUSEHOLD NEEDS

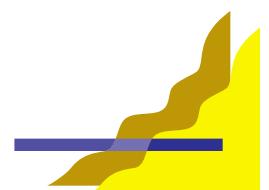
HOW TO BE CAREER READY Pg. 33-42

- CAREER READINESS CHECKLIST

GOAL SETTING Pg. 43-47

- YOUR JOB SEARCH GUIDE
- LIFELONG LEARNING COURSES

MENDAKI'S FUTURE READY INITIATIVES Pg. 49-51



**Education is
what remains
after one has
forgotten what
one has learned
in school.**

Albert Einstein

Hi All!

Saw us on campus before? Wondering who we are? Well, wonder no more. We are your friendly YouthSpace officers from MENDAKI. YouthSpace is a great spot in ITE where you can kick back and relax in between classes. We also organise fun activities for students and learning opportunities where you get to discover new skills and competencies.

Our team has worked hard to put together this toolkit for you. Through this toolkit, you will learn about future landscapes and how they impact you. Discover also the different pathways and opportunities to maximise your potential within and beyond ITE.

We are here to support and journey with you. So do not be afraid to approach us @YouthSpace. We will be happy to chit chat and help you prepare for your future. We look forward to meeting and getting to know you better.

Love,
Your YouthSpace Officers



Back row from left to right: Mahirah, Lina, Khai & Syabrina
Front row from left to right: Wira & Hafiz

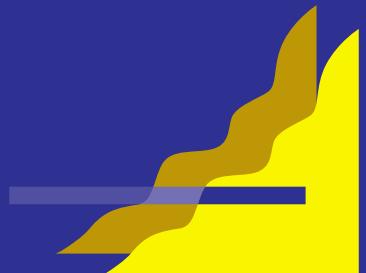


**Education is the
most powerful
weapon which you
can use to change
the world.**

Nelson Mandela

Design Credits:
SHAON SUPPIAH
VISUAL COMMUNICATION, SCHOOL OF DESIGN & MEDIA
ITE COLLEGE CENTRAL, NITEC YEAR 2

HOW TO BE READY FOR YOUR FUTURE



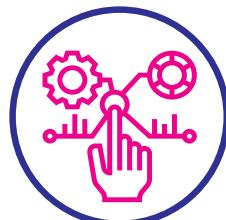
FUTURE WORK TRENDS

More jobs will be created in the future!

By 2022, **0.98 million jobs** will be replaced by machines while **1.74 million new jobs** will be created—some of these jobs do not even exist today!

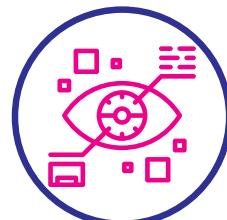
Employment will increase from 16% to 27% in the new job sectors.

FUTURE JOBS WILL BE POWERED BY



DIGITIZATION

All information will be processed by computers



AUGMENTATION

(technological enhancements)
New jobs that support the role of technology



MOBILIZATION

Making better use of resources



AUTOMATION

Use of automatic machines to do work

There will be more digitally-enabled, non-traditional forms of work.

Rise of the On-Demand Economy: There will be more temporary positions where work will be short-term or on a freelance basis. You have the choice to do more than one job for work!

THE JOBS LANDSCAPE IN 2022

Emerging roles, global change by 2022

**300 Million
will be created**

TOP 10 EMERGING

- 1 Data Analysts and Scientists
- 2 AI and Machine Learning Specialists
- 3 General and Operations Managers
- 4 Software and Application Developers and Analysts
- 5 Sales and Marketing Professionals
- 6 Big Data Specialists
- 7 Digital Transformation Specialists
- 8 New Technology Specialists
- 9 Organisational Development Specialists
- 10 Information Technology Services

**75 Million
will be replaced**

TOP 10 DECLINING

- 1 Data Entry Clerks
- 2 Accounting, Bookkeeping and Payroll Clerks
- 3 Administrative and Executive Secretaries
- 4 Assembly and Factory Workers
- 5 Client Information and Customer Service Workers
- 6 Business Services and Administration Managers
- 7 Accountants and Auditors
- 8 Material-Recording and Stock-Keeping Clerks
- 9 General and Operations Managers
- 10 Postal Service Clerks



**SCAN TO WATCH A VIDEO ON
HOW THE FUTURE OF WORK
COULD LOOK LIKE**

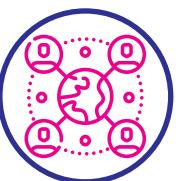
TODAY VS TOMORROW

CURRENT JOB	REPLACED WITH
Telemarketers	Chatbots
Waiters	Table Delivery Drones
Travel Agents	Travel Booking Apps
Chefs	3D Food Printing
Sports Referees	Video Technology
Journalists	AI Writers
Financial Analysts	Machine Learning Tools
Lawyers	Legal AI Softwares
Doctors	Surgical Robots

HOW THE FUTURE OF WORK WILL BE



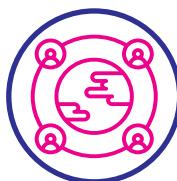
TRANSPARENT
How well you work can be easily measured



FLAT
You can work from anywhere, not just in an office



COMPETITIVE
Crowdsourcing will be common, you can get jobs anywhere in the world and you can learn new skills online



ON DEMAND
Work will be project-based and freelance, and you will work with a virtual team made of people from other parts of the world

WHAT'S IN IT FOR YOU?



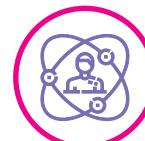
Able to work independently



More flexible hours and arrangements



Earn based on how well you perform



Gain more experience quickly through short-stint projects



Able to apply creative thinking and innovation in tasks assigned



Opportunity to work with people from around the world and gain new perspectives

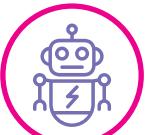
HOW DOES THIS IMPACT YOU?



Jobs that are routine and straightforward will be replaced by automation



Computers are programmed to do routine work



Middle-skilled jobs (e.g. driving) can be automated



Even jobs that need thinking and analysis (e.g. banking, research, financial investing, accounting) may be automated



New jobs that require social networking and human interaction will complement automated tasks

“The only skill that will be important in the 21st century is the skill of learning new skills. Everything else will become obsolete over time.”

Peter Drucker

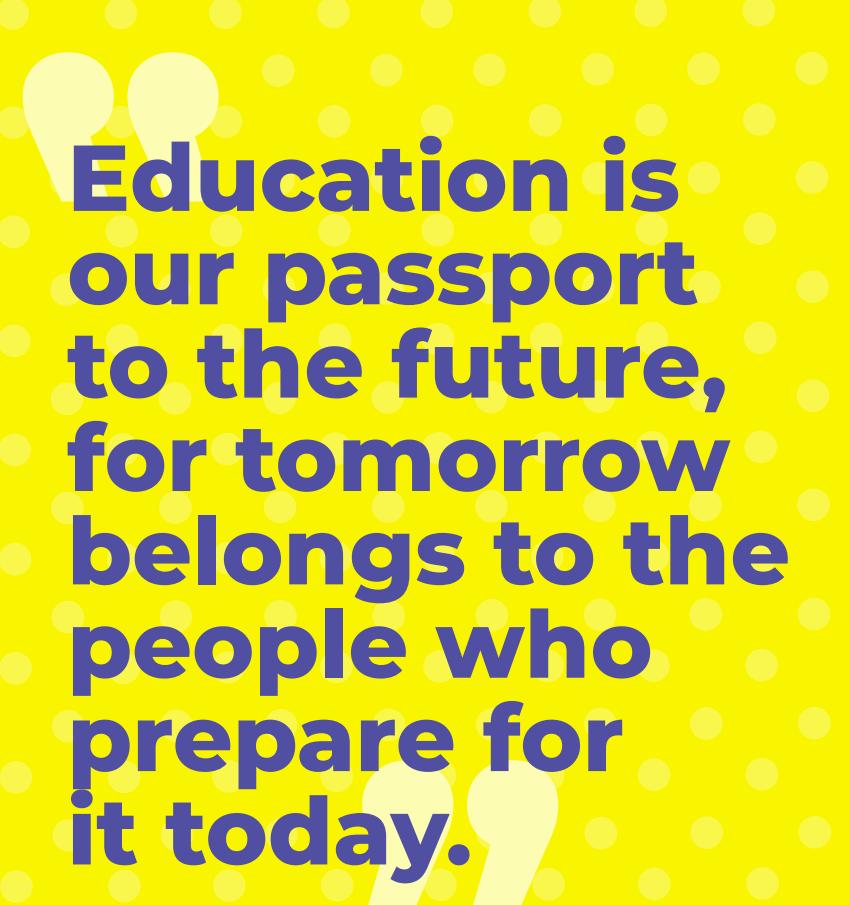
TYPE OF JOBS THAT MAY BE REPLACED BY MACHINES

	ROUTINE	NON-ROUTINE
COGNITIVE Work that needs thinking and reasoning	<p>Jobs that follow an orderly system and require knowledge</p> <p>E.g. Record-keeping, customer service</p> <p>AUTOMATION RISK: Already highly automated</p>	<p>Jobs that do not follow an orderly system and require knowledge</p> <p>E.g. Medical diagnosis, legal writing</p> <p>AUTOMATION RISK: Low, but growing</p>
MANUAL Work that needs hands-on activities	<p>Jobs that follow an orderly system and need physical labour</p> <p>E.g. Assembly, manufacturing</p> <p>AUTOMATION RISK: Ranges from moderate to highly automated</p>	<p>Jobs that do not follow an orderly system and require physical labour</p> <p>E.g. Driving, cleaning services</p> <p>AUTOMATION RISK: Moderate and growing</p>

Source: Author Et. Al, (2003) and, Frey and Osborne (2013). Adapted from Dr Theseira, W.E. and Isa, N, (2017, April), *The Impact of Automation on the Malay/Muslim Community*, *The Karyawan*, Volume 12 (Issue 2), p. 12

CHECKLIST FOR THE FUTURE

21st CENTURY SKILLS		
Foundational Literacies	Competencies	Character Qualities
Literacy & Numeracy Understanding language and numbers as fundamental knowledge	Creativity Being innovative and applying knowledge to solve problems	Curiosity & Initiative Asking the right questions that lead to solving problems
Scientific Literacy Understanding scientific knowledge to carry out tests to solve problems	Critical Thinking Knowing how to identify, analyse and evaluate problems	Persistence & Adaptability Knowing how to change tasks and plans depending on different situations
Financial Literacy Knowing how to apply numeracy in basic financial practice	Communication & Collaboration Working with others collectively	Leadership & Social and Cultural Awareness Knowing how to work appropriately in different groups and environments
Information & Communication technologies Literacy Knowing how to use technology to find and share information to solve problems		
Cultural & Civic Literacy Understanding, analysing and appreciating what is acceptable in society		



**Education is
our passport
to the future,
for tomorrow
belongs to the
people who
prepare for
it today.**

Malcolm X



HOW TO ENJOY LEARNING IN ITE

YOUTHSPACE@ITE

YouthSpace serves as a Future Ready Hub to equip students with skills and competencies for the future economy. Our YouthSpaces offer mentoring services to help students envision their education and career goals and we refer students to available resources for career guidance and support.

Come visit us at YouthSpace@ITE to find out more about the exciting programmes and activities we have planned to help equip you for the future.



If you and your friends would like to find out more about YouthSpace@ITE, just contact any of our YouthSpace Officers below!

ITE College East

Ms Mahirah Ali
Future Ready Executive
mahirah.ali@mendaki.org.sg

Mr Wira Dandiar Bin Isnin
Future Ready Executive
WDandiar.Isnin@mendaki.org.sg

ITE College Central

Mr Khairuddin Anshar
Future Ready Executive
khairuddin@mendaki.org.sg

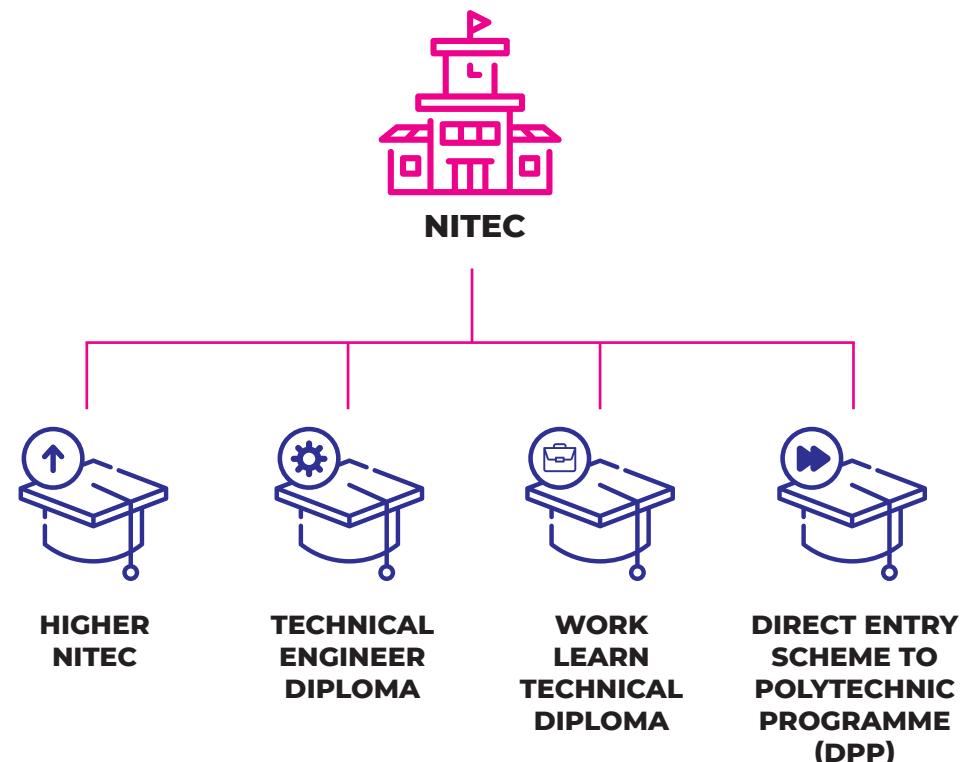
Ms Lina Khairiyah Kamal
Future Ready Executive
linaKhairiyah@mendaki.org.sg

ITE College West

Mr Muhd Hafiz Noorahman
Future Ready Executive
muhdhafiz.noorahman@mendaki.org.sg

Ms Siti Syabrina Sunari
Future Ready Executive
ssyabrina.sunari@mendaki.org.sg

EDUCATION WITHIN ITE



TECHNICAL ENGINEER DIPLOMA (TED) and TECHNICAL DIPLOMA (TD)

- Conducted on a Semester-Based Credit System of Training (SCT)
- Courses are structured into a series of modules and credits are assigned to each module
- Students will be awarded the full certificate once they have met the credit requirements
- The top 5% of graduates with a cumulative GPA of 3.5 and above, and have passed all modules on the first attempt, will be awarded the Diploma with Merit.

There are 2 TED courses and 1 TD course currently offered at ITE

TED in Machine Technology	TED in Automotive Engineering	TD in Culinary Arts
The Technical Engineer Diploma (TED) in Machine Technology and Automotive Engineering are both awarded by the Ministry of Education, Youth & Sports (MEYS) and Baden-Württemberg from Germany		The Technical Diploma (TD) in Culinary Arts is awarded by Institut Paul Bocuse from France
Career prospects in the machinery and systems industries as an Assistant Engineer, Supervisor, etc.	Career prospects as a Service Advisor, Automotive Technical Executive, Automotive Workshop Manager etc.	Career prospects as a Chef De Partie, Assistant Chef, Restaurant Supervisor, Assistant Manager etc.



WORK LEARN TECHNICAL DIPLOMA (WLTD)

- Provides additional pathways for skills upgrading and career progression for ITE graduates
- Duration of 2.5 - 3 years
- Open to Nitec and Higher Nitec students

How will the course benefit you?

- Learning through application and guidance from qualified and experienced trainers
- On-the-job training for relevant skillsets
- Career advancement and wage progression based on performance during the course of training
- Enjoy employee benefits given by participating companies



What is DPP?

- Allows secondary 4N(A) students to be admitted directly into a two-year Higher Nitec programme at the ITE without having to sit for the 'O' level exams or undergo a Nitec Programme
- Based on GCE N(A) Level results
- 10-week preparatory course

How To Qualify (excluding CCA bonus points)

- For Applied Sciences, Engineering, and Info-Communications Technology ≥ 2.5 GPA
- For Business & Services ≥ 3.0 GPA



Scan to view eligible courses

EDUCATION BEYOND ITE

Here are some pathways you can explore to further your studies after graduating from ITE

Earn and Learn Programme (ELP)

- Getting matched to a job based on the course of study
- 12-18 month structured training programme facilitated by a mentor
- Open to Singaporeans and Singapore Permanent Residents who have graduated from ITE or Polytechnic not more than 3 years or 36 months from the ELP application date.
- For NSmen, the period of application must be within 36 months of their Operationally Ready Date (ORD).

How will the course benefit you?

- Gain relevant industry experience and skills
- Gain industry-recognised qualification and certification
- Receive a sign-on incentive of S\$5,000
- Competitive starting salary and full-time job with participating companies
- On-the-job training for relevant skillsets
- Career advancement and wage progression based on performance during the course of training

Scan to apply:



EARLY ADMISSIONS EXERCISE (EAE) TO POLYTECHNICS

What Is EAE?

- Aptitude-based polytechnic admission prior to receiving final examination grades
- EAE takes up to 15% of polytechnic intake

Who Is Eligible?

- Final year Nitec and Higher Nitec students

How To Qualify?

- Eligible students may apply with the Polytechnics
- Shortlisted applicants will be interviewed
- Admission may be based on the following:
 - Sports, Arts, Leadership, Entrepreneurship
 - Community Service
 - CCA
 - Advanced Elective Module
 - Applied Learning Programme and Applied Subjects
 - Work Attachments and Sustained Projects

STAYING RELEVANT THROUGH LIFELONG LEARNING

You shouldn't limit your learning to the classrooms. You can now access knowledge on a wide variety of topics right from home, with the Massive Open Online Courses (MOOC).

MOOC offers online lectures, videos and reading materials as well as collaborative learning content derived from online discussions and forums.



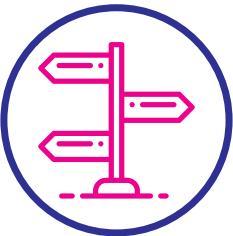
Popular MOOC Platforms include:

1. Coursera: <https://www.coursera.org/>
2. edX : <https://www.edx.org/>
3. Udacity : <https://www.udacity.com/>
- 4.Khan Academy : <https://www.khanacademy.org/>

Why You Should Learn Using MOOC:

- Courses are FREE
- Courses are offered by professors from top schools
- Courses are available to a diverse global audience
- Monitor your performance easily with data captured throughout the course
- Get worldwide exposure and knowledge sharing

RESOURCES FOR ITE STUDENTS



YOUTHSPACE@ITE

- Located at every ITE campus
- Manned by two full-time staff during school hours
- Open to all ITE students
- Take part in workshops and activities that equip you with skills and competencies for the future
- Take part in workshops to boost your confidence and help you in setting goals for the future
- Participate in team bonding activities both within and beyond campus
- Our YouthSpace Officers are always there if you need someone to talk to and listen to any challenges you may be facing

EDUCATION AND CAREER GUIDANCE CENTRE (ECG)

- Located at every ITE campus
- Assess your strengths, interests, personality and aspirations with the personality assessment tools
- Take part in workshops to discover your education and career pathways
- Get advice on job searching and practice interview skills
- Join personal development workshops such as resume writing, personal branding and networking

myskillsfuture PORTAL

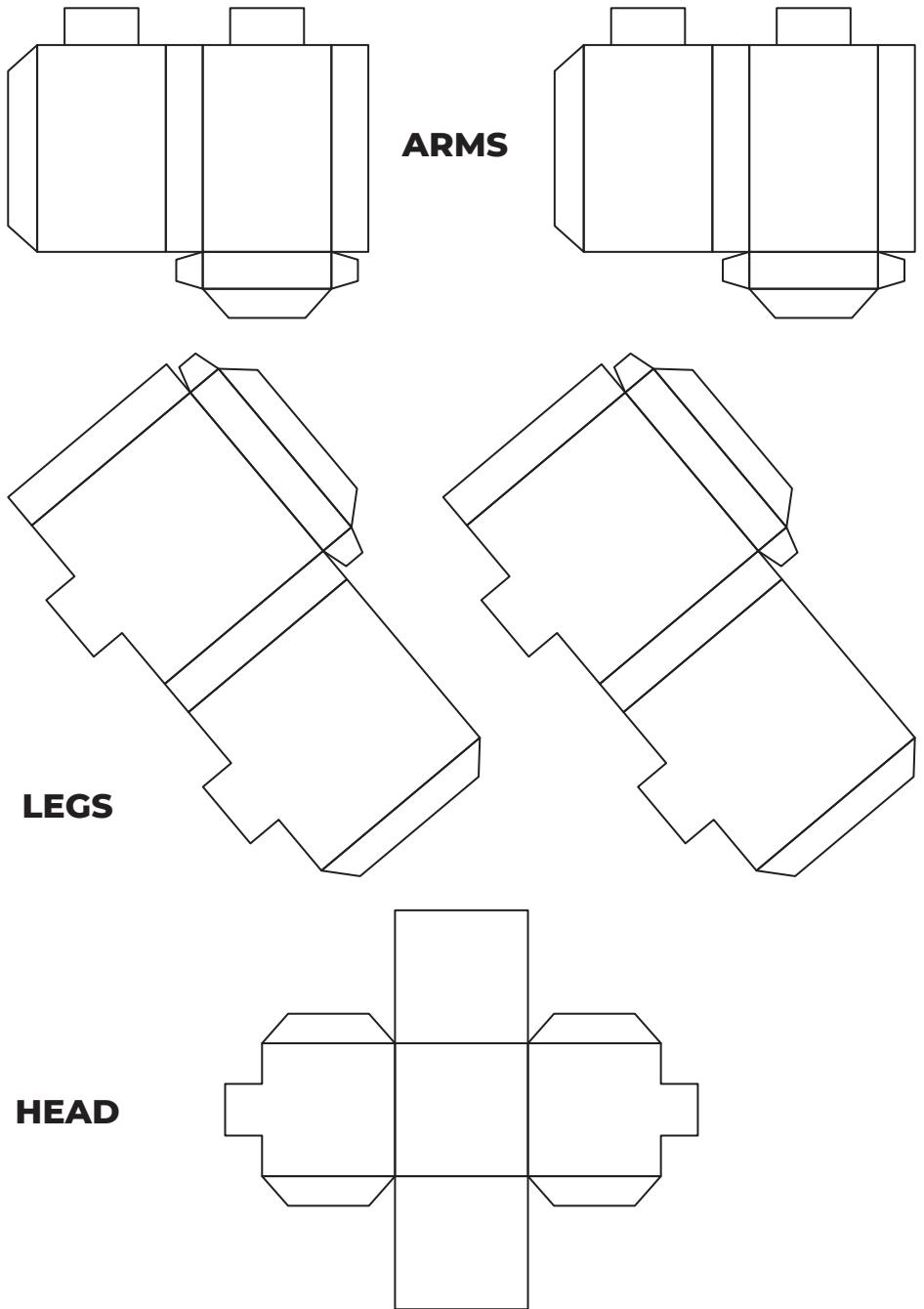
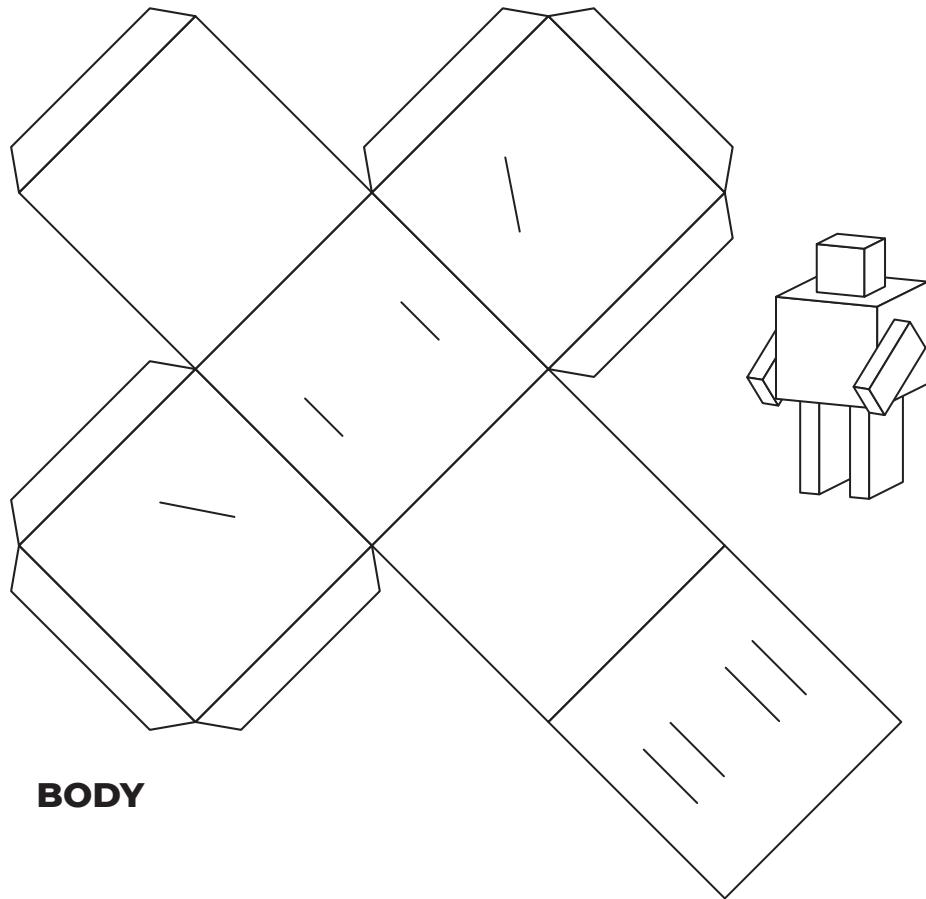
- Discover more education and career paths after graduation
- Learn the skills required for your desired job
- Find courses to pick up relevant skills
- Get tips on resume and cover letter writing, and interview skills
- Learn about the new and emerging industries



You can't put a limit on anything. The more you dream, the farther you get.

Michael Phelps

Design Credits:
LOKE HUI MIN, NICOLE
 VISUAL COMMUNICATION, SCHOOL OF DESIGN & MEDIA
 ITE COLLEGE CENTRAL, NITEC YEAR 2



HOW CREATIVE ARE YOU?

Create and decorate your very own robot! Stand a chance to win a special prize when you show it to our YouthSpace officer.

- 1 Visit the YouthSpace at your ITE college
- 2 Show your DIY robot to the YouthSpace officer
- 3 Stand a chance to win a special prize



**Education is not
filling a pail but the
lighting of a fire.**

Mahatma Gandhi

“ ”



We may encounter
many defeats but
we must not be
defeated.

Maya Angelou

Chapter 3

HOW TO BE FINANCIALLY PREPARED



PREPARING FOR YOUR CURRENT EDUCATION

Here are some avenues you can explore for financial support.

Education Trust Fund (ETF)	Bursaries managed by ITE	Monthly Financial Assistance Scheme (MFAS)	Dr Jai Prashanth Rao Scholarship
<p>Provides financial assistance for educational purposes to the Malay/Muslim community in cases where existing financial assistance schemes are insufficient.</p> <p>Who Can Qualify:</p> <ul style="list-style-type: none"> Singaporean or Singapore Permanent Resident Family with net household income of \$1,800 or PCI \$450 	<p>The Community Development Council & Citizens' Consultative Community (CDC & CCC) Bursary is capped at \$1,400/year.</p> <p>Who Can Qualify:</p> <ul style="list-style-type: none"> Singaporeans seeking admission to full-time ITE courses Gross monthly household income (GHI) ≤ \$4,000 or gross monthly household per capita income (PCI) ≤ \$1,000 Award is given for one academic year Students on a two-year course will reapply at the start of the next academic year 	<p>Provides monthly pocket allowance to students who face hardship and require regular financial assistance for daily expenses.</p> <p>Who Can Qualify:</p> <ul style="list-style-type: none"> Subsidised Singapore citizen student pursuing a full-time Nitec or Higher Nitec course Gross monthly household income (GHI) ≤ \$2,750 or a gross monthly household per capita income (PCI) ≤ \$690 Not a current recipient of a full scholarship/sponsorship Good conduct, regular attendance and positive attitude towards studies 	<p>This scholarship is worth \$3,500/year and provides financial assistance in covering the tuition fee and living expenses for students who are in a full-time Nitec or Higher Nitec course.</p> <p>Who Can Qualify:</p> <ul style="list-style-type: none"> Students with a GCE 'N' qualification, with an aggregate score of not more than 9 points for Mathematics and the best 3 subjects OR Students with a GCE 'O' qualification, with an aggregate score of not more than 26 points for English Language, Mathematics and the best 3 subjects Students with good academic results will be given priority but if the results are comparable, then priority is given to those with a lower family income

PREPARING FOR YOUR FUTURE EDUCATION

Here are some avenues you can explore for financial support to further your education

For continuing education to Polytechnic and University	For adults aged 25 years and older
<p>Tertiary Tuition Fee Subsidy (TTFS)</p> <p>An education subsidy for Malay students, which covers their tuition fees at tertiary institutions.</p>	<p>Study Loan Schemes by MENDAKI</p> <p>Interest-free loans that are available to all Muslim students. The repayment quantum is kept low and increases with time in keeping with the graduate's improvement in earnings and career advances.</p>

PREPARING FOR YOUR CURRENT EDUCATION	PREPARING FOR YOUR FUTURE EDUCATION
 <p>Scan for information on various ITE Financial schemes/bursaries</p>	 <p>Scan for more information on tertiary tuition fee subsidies and study loans administered by Yayasan MENDAKI.</p>

National and Community Resources

Social Service Office (SSO)	Family Service Centre (FSC)	Voluntary Welfare Organisation (VWO)
<ul style="list-style-type: none"> Open to Singaporeans and Permanent Residents (at least one immediate family member in the same household must be a Singapore citizen) Household income of \$1,900 and below or a per capita household income of \$650 and below <p>What type of help do they provide?</p> <ul style="list-style-type: none"> Job matching referrals for family members seeking employment Food vouchers for families in need of immediate help Referrals for childcare/ student care subsidies for mothers seeking employment <p>For more information, contact the ComCare Call at 1800 – 222 – 0000.</p> <p>Scan to locate a SSO close to you:</p> 	<ul style="list-style-type: none"> Counselling services for families and individuals Advice on elderly care Information and resources for specific needs and assistance Financial assistance and food vouchers for urgent cases Workshops for families and youth <p>Scan to locate a family service centre close to you:</p> 	<ul style="list-style-type: none"> Assistance beyond financial needs Help for those with physical or intellectual disability Day care for the elderly Counselling for women facing domestic violence Help for families facing chronic illnesses ie. cancer Mental health support <p>Scan for a full list of VWOs:</p> 

The future depends on what we do in the present.

William Butler Yeats



**The way to
get started is
to quit talking
and begin doing.**

Walt Disney

HOW TO BE CAREER READY



YOUR CAREER READINESS CHECKLIST

Go through this list to kickstart your career!

WHAT KIND OF JOBS INTEREST YOU?

Make a list so you'll know what to apply for

WHAT MAKES YOU A GOOD EMPLOYEE?

How will you contribute to your working environment?

WHAT ARE YOUR VALUES AND MOTIVATION?

What do you want to achieve in your career?

CREATE YOUR RESUME AND WRITE A COVER LETTER

You can find good tips and templates on the internet

CREATE/UPDATE YOUR LINKEDIN PROFILE

LinkedIn is a great career-related social media platform

APPLY FOR JOBS VIA ONLINE CAREER PORTALS

You can find many employers who are currently hiring

VISIT CAREER FAIRS

You can ask about different types of careers and apply for jobs

BUILD YOUR NETWORK

Your career opportunities might come from someone you know

CONTACT A CAREER COACH OR RECRUITER

These experts can help you find the right job

ATTEND TRAINING COURSES

Pick up skills that cannot be learned in school

RESEARCH POTENTIAL COMPANIES

Find out what they do and what roles you can apply for

PREPARE FOR YOUR INTERVIEW

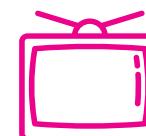
Be calm, be honest and be yourself!

TOP 5 RISING INDUSTRIES FOR THE FUTURE



HEALTHCARE

30,000 more healthcare workers would be needed by 2020, with nurses forming the bulk



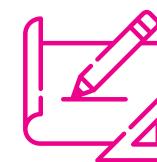
INFOCOMM AND MEDIA

Cyber security, data science, analysts, artificial intelligence industries, etc



WHOLESALE TRADE

The trading of goods between businesses (e.g. machine-making companies selling their products to factories)



PROFESSIONAL SERVICES

Consulting, Advertising, Design, Engineering etc.



FINANCIAL SERVICES

Industries such as block chains, venture capitalists, fintech, etc

UNSURE ABOUT YOUR CAREER PATH?

Take these personality tests to find out more about yourself!



Scan QR Code
to take test

RIASEC TEST

Understand your career interests, skills, confidence and work values



Scan QR Code
to take test

MBTI TEST

Understand your personality traits to see which careers suit you

WHAT ARE YOUR STRENGTHS?

Take the 16 personalities test to find out what motivates and inspires you and how you connect with others. Try it at www.16personalities.com. Which one are you?

ANALYST



INTJ
Imaginative and strategic thinkers, with a plan for everything.



INTP
Innovative inventors with an unquenchable thirst for knowledge.



ENTJ
Bold, imaginative and strong-willed leaders, always finding a way - or making one.



ENTP
Smart and curious thinkers who cannot resist an intellectual challenge.

DIPLOMAT



INFJ
Quiet and mystical, yet very inspiring and tireless idealists.



INFP
Poetic, kind and altruistic people, always eager to help a good cause.



ENFJ
Charismatic and inspiring leaders, able to mesmerise their listeners.



ENFP
Enthusiastic, creative and social free spirits, who can always find a reason to smile.

SENTINELS



ISTJ
Practical and fact-minded individuals, whose reliability cannot be doubted.



ISFJ
Very dedicated and warm protectors, always ready to defend their loved ones.



ESTJ
Excellent administrators, unsurpassed at managing things - or people.



ESFJ
Extraordinarily caring, social and popular people, always eager to help.

EXPLORERS



ISTP
Bold and practical experimenters, masters of all kinds of tools.



ISFP
Flexible and charming artists, always ready to explore and experience something new.



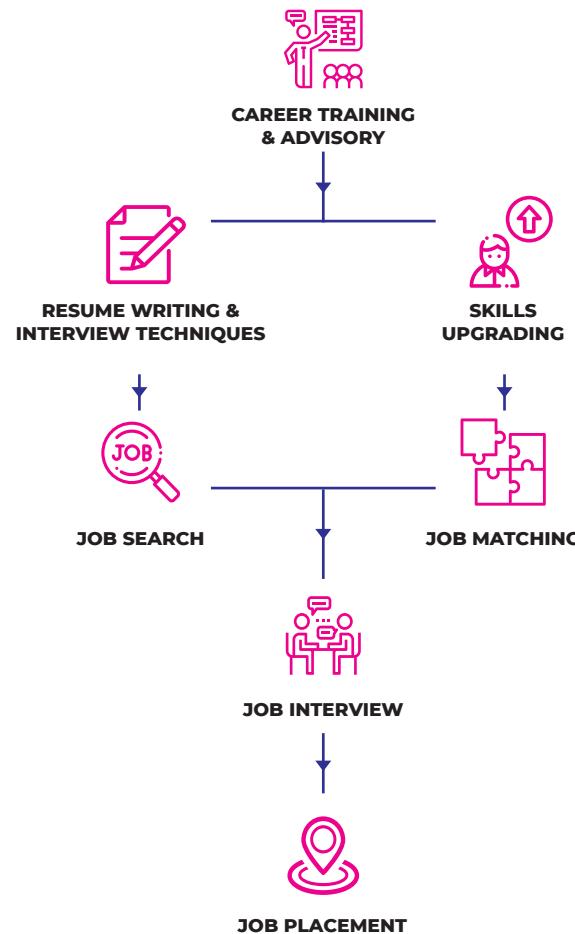
ESTP
Smart, energetic and very perceptive person, who truly enjoy living on the edge.



ESFP
Spontaneous, energetic and enthusiastic entertainers - life is never boring around them.

YOUR JOB SEARCH GUIDE

If you need help, MENDAKI SENSE can assist you with these services:



Need more help in:

1. Finding the right job?
2. Finding the right courses for upgrading or learning new skills to increase your chances at a dream job?
3. Looking for a career fair in your interested industry?

Visit the MENDAKI SENSE website to kickstart your dream career!

ONLINE JOB PORTALS FOR MILLENNIALS

Here are a list of job portals you may check out to help you find your dream job beyond the traditional job portals that are well-known by your peers.



LinkedIn

Discover the profile of people working in different companies and the skills they possess that help them qualify for their jobs



wanted

Wanted.Jobs
Referral-based job platform that increases your chances of securing a job



Indeed.com.sg
Showcases job vacancies from multiple job portals so you can discover many openings in one place



Glints

Specialises in internships and entry-level jobs not just in Singapore, but within the region



InternSG

Participate in an Internship Placement Programme in a range of industries. The short-term internship period is ideal for picking up new skills and gain work experience during the school vacation.

For those aspiring to chart your own path by starting your own businesses, you may check out this online portal.



Startupjobs.asia

Discover openings in Asia's hottest startups and gain highly valuable work experience



WHAT MAKES GOOD PERSONAL BRANDING?

Your Values. Your Strengths. Your Contributions.

- **Highlight your unique talents and skills** to show how you can add value to a company.
- Ask yourself **what defines you** and **what you want people to remember you for**.
- Find out about your **prospective employers** and how you can **make them interested in hiring you** for your skills.
- Know how to present yourself both **online** and **in person**. **Consistency** is key to good personal branding.

INTERVIEW TIPS FOR BEGINNERS

1. **Show your confidence** through your standing posture, a firm handshake and a smile.
2. **Dress appropriately** for interviews.
3. **Showcase your strengths and abilities** through your answers.
4. **Come prepared** with answers to commonly asked questions.
5. **Ask questions** about the job to show your interest and find out if the company is a right fit for you.



NETWORKING FOR BEGINNERS

- **Make genuine contacts** and **build long term relationships** with people who can help you directly or connect you with others who can
- Successful networking helps you get **referrals, advice, connections and professional support**
- Your networking list should include **people from your social network** as well as any **organisations you socialise with** personally and professionally

NEVER STOP UPGRADING YOUR SKILLS

Stay ahead of the game and attend skills upgrading courses such as those offered by **SkillsFuture SG** and **MENDAKI SENSE**.

COURSES OFFERED BY MENDAKI SENSE



Service Excellence

Equip and prepare trainees with skills for career in the service line.



Leadership & People Management

With the course, trainees will be able to possess the right capabilities and leadership qualities to lead the team.



Employability Skills

Equip individuals with skills to adapt and be resilient to challenges in this globalised and dynamic working environment.



Workplace Literacy and Numeracy (WPLN) Series

Equip trainees with basic skills and knowledge that are essential for both daily work and life. Trainees will be able to improve and develop their English reading, listening, speaking and writing or Mathematics skills.



I.T. & Computer Skills

Trainees will be able to refresh their Word processing, Presentation or Spreadsheet skills and take advantage of the technology to improve daily work/life.



Digital Skills

Learn how marketing has evolved with new media and understand the basic know-hows, like the different platforms and tools to use and how it can benefit you in your daily work/life.



Skillsfuture for Digital Workplace

Helps to prepare participants with mindset and skills for the future economy such as understanding new technology and the impact, and making use of new opportunities in the future.

GOAL SETTING



STAGE 1**Where You Are Now (Self-Assessment)**

Examine your current situation to identify your aspirations, interest, values and capabilities and to achieve clarity in your current standing.

Identify the potential areas for development or improvements to reach where you want to be.

STAGE 2**Where You Want To Be (Goal)**

Set SMART (Specific, Measurable, Achievable, Relevant and Timely) Goals:

**Specific**

- Identify a clear outcome that you want to achieve.
- When drafting your goal, try to answer the 5 "W" questions:
 - What do I want to accomplish?
 - Why is this goal important?
 - Who is involved?
 - Where is it located?
 - Which resources are involved?

**Measurable**

- Measurable goals track your progress and make you stay motivated
- A measurable goal addresses questions such as:
 - How will I know when I have accomplished it?
 - How much or how many have I accomplished?

**Achievable**

- Set realistic goals that you are able and motivated to achieve
- Set an achievable goal by answering the "H" question
 - How can the goal be accomplished?

**Relevant**

- Your goal must represent an objective toward which you are both willing and able to work towards

STAGE 2 (CONT'D)**Timely**

- Establish a time frame to stay committed and focus your efforts on completion of the goal
- To set a timely goal, you must answer the sixth "W" question
 - When will you complete this by?

STAGE 3**How To Get There (Progress Initiation)**

Translate your plans on paper and show how you are going to achieve the different stages

Step 1:

Create short, mid and long-term goals (milestones).

Step 2:

Make sure each milestone is achievable and relate to your longer-term goals.

Step 3:

Once you achieve milestone, see how close you are to the long-term goal.

Step 4:

Remember to celebrate the success of each short and mid-term goal. Every small step is a step closer to your long-term goals!

“You don’t have to be great to start, but you have to start to be great”

Zig Ziglar

My Ultimate Career Goal:

My strength:

Things I need to improve on:

How will I reward myself upon completing my short-term goal?

My Ultimate Career Goal:

To reach my ultimate goal, what do I need to do in the short-term?
(Tip: This could include factors including academic or personal actions that need to be taken)

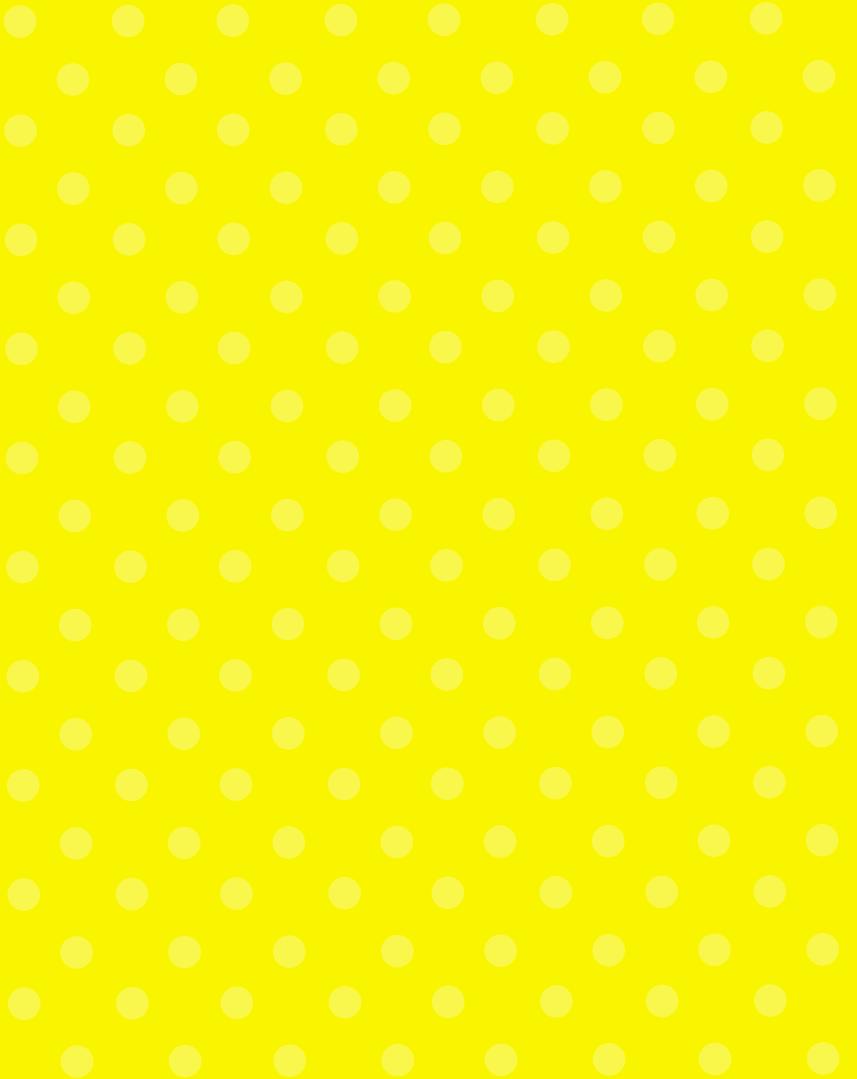
S: _____

M: _____

A: _____

R: _____

T: _____



MENDAKI'S FUTURE READY INITIATIVES



Come join MENDAKI's Future Ready Initiatives

Future Ready Nextstop Seminar

An engagement series to encourage youths to envision and plan their future in an ever-changing economy. Hands-on and interactive activities, with emphasis on emerging and popular technology, are rolled out to encourage participants to maximise SkillsFuture and other national initiatives in the spirit of inculcating lifelong learning.



"Future of..." Series

The Future of...Series (FOS) is an industry-specific initiative to facilitate informal conversations between youth and industry leaders on the changing work landscapes and how youth can best prepare themselves before embarking on their careers. FOS aims to strengthen youths' holistic development by creating awareness of the future economy and cultivate the essential 21st-century competencies.

Youth will be able to engage with industry professionals and learn from their experience, gain advice and tips on the future job landscape, establish networks and build social capital through participation in the FOS sessions. Look out and join us for the upcoming sessions.



How you can gain from attending the initiatives?

- ✓ Get to network with industry professionals and experts
- ✓ Discover academic and career pathways
- ✓ Gain insights on how to stand out and get ahead in the future economy

Scan the QR code below to subscribe to our mailing list and stay updated of upcoming Future Ready initiatives!

Resources

1) **The Future of Work: Will our children be prepared?**
<https://www.youtube.com/watch?v=HF-a-UmoRt4>

2) **21st Century Skills Framework:**
<https://www.weforum.org/agenda/2016/03/21st-century-skills-future-jobs-students/>

3) **World Economic Forum : "The Future of Jobs Report 2018"**
<https://www.weforum.org/reports/the-future-of-jobs-report-2018>

4) **Dr Theseira, W.E. and Isa, N; (2017, April),
The Impact of Automation on the Malay/Muslim Community, The Karyawan, Volume 12 (Issue 2), p. 12**

5) **Progressing to Higher Nitec Education:**
https://www.ite.edu.sg/admission/ft/Progression_N_2019/2019%207-7%20Prg_Nitec_FinanceServices.pdf

6) **Technical Engineer Diploma in Machine Technology:**
https://www.ite.edu.sg/wps/portal/FullTimeCBC/?WC_CM_GLOBAL_CONTEXT=wps/wcm/connect/itecontentlib/stecoursecatalog/stafallcourses/stafulltime/352308004445c5458a29bbf372c2c2f

7) **Technical Engineer Diploma
in Automotive Engineering:**
<https://www.ite.edu.sg/wps/wcm/connect/itecontentlib/stecoursecatalog/stafallcourses/stafulltime/55c5be804445d2b68a76bbf372c2c2fd>

8) **Work-Learn Technical Diploma Programme:**
<https://www.ite.edu.sg/wps/wcm/connect/itecontentlib/stecoursecatalog/stafallcourses/stafulltime/55c5be804445d2b68a76bbf372c2c2fd>

9) **Earn and Learn Programme:**
<https://www.skillsfuture.sg/earnandlearn>

10) **Direct Entry Scheme to Polytechnic Programme:**
<https://www.ite.edu.sg/wps/portal/definitely-dpp/>

11) **Early Admissions Exercise to Polytechnics:**
<https://eae.polytechnic.edu.sg/eaeStudIns/menu.jsp>

12) **Continuing Education & Training:**
https://www.ite.edu.sg/wps/portal/itehome/itews/pts/%21ut/p/c5/04SB8K8xLLM9MSSzPy8xBz9C-P0os_hAoxB3lzdTEwNM0MDA89gc3dD00AVY09Q6B-8JE75wCATArr9PPJz_U_LciPKAcM6bCk%21/dl3/d3/L2dBISeVZ0FBIS9nQEh/

13) **MySkillsFuture for Students:**
<https://www.myskillsfuture.sg/content/student/en/pri-mary/about/myskillsfuture-For-students.html>

14) **Bursaries and Financial Assistance Schemes for ITE students:**
<https://ce.ite.edu.sg/existing-students/student-services/financial-assistance-schemes/>

15) **MENDAKI Tertiary Financial Assistance Scheme:**
<https://tfas.mendaki.org.sg/>

16) **MENDAKI Scholarships and Bursaries:**
<https://www.mendaki.org.sg/mendaki/programmes/educational-assistance/scholarships-n-bursaries>

17) **ComCare / Help for Low-Income / Needy:**
<https://www.msf.gov.sg/assistance/pages/default.aspx?topicID=2>

18) **MENDAKI Sense:**
<https://msense.sg/programme/>

19) **What is personal branding and the first step to get started as fresh grad:**
<https://glints.com/sg/hired/personal-branding-first-step-get-started-fresh-grad/>

20) **Top 5 Networking tips for job seekers:**
<https://theinterviewguys.com/top-5-networking-tips-job-seekers/>

21) **5 Things To Know About Your Future**
<https://www.weforum.org/agenda/2018/09/future-of-jobs-2018-things-to-know/>

22) **Massive Open Online Courses (MOOC)**
<https://www.infoprolearning.com/blog/advantages-and-disadvantages-of-moocs-massive-open-online-courses-for-learning/>

23) **Ministry of Social & Family Development**
www.msf.gov.sg

24) **These are the 5 industries of the future, and how you can get a job in them**
<https://vulcanpost.com/629160/5-industries-future-singapore-jobs/>

STAY IN TOUCH WITH MENDAKI

Yayasan MENDAKI
51 Kee Sun Ave
Singapore 457056
Tel: 6245 5555
mendaki@mendaki.org.sg
www.mendaki.org.sg



- MENDAKISG
- MENDAKISG
- YAYASANMENDAKI
- YAYASAN MENDAKI

MENDAKI@Choa Chu Kang
Blk 813A Choa Chu Kang Ave 7 #01-571 Singapore 681813 Tel: 6248 5951

Operating Hours:
9:00am - 6:00pm (Mon to Fri)
9:00am - 1:00pm (Sat)
Closed (Sun)

MENDAKI@Woodlands
Woodlands Community Club 1 Woodlands St 81, #03-01 Singapore 738526 Tel: 6248 5990 / 6369 8411

Operating Hours:
9:00am - 6:00pm (Mon to Fri)
9:00am - 1:00pm (Sat)
Closed (Sun)

M³@Wisma Geylang Serai
Wisma Geylang Serai 1 Engku Aman Turn, #02-07 Singapore 408528

Operating Hours:
11:00am - 9:00pm (Mon to Fri)
10:00am - 9:00pm (Sat, Sun, PH)

MENDAKI@Pasir Ris
Blk 253 Pasir Ris St 21 #01-233 Singapore 510253 Tel: 6585 0062

Operating Hours:
9:00am - 6:00pm (Mon to Fri)
9:00am - 1:00pm (Sat)
Closed (Sun)

MENDAKI@Al-Ansar
(By Appointment Only)
155 Bedok North Avenue 1 Singapore 469751 Tel: 6449 5024 / 6449 2414

MENDAKI@Assyakirin
(By Appointment Only)
550 Yung An Road Singapore 618617 Tel: 6515 7846 / 6515 7876

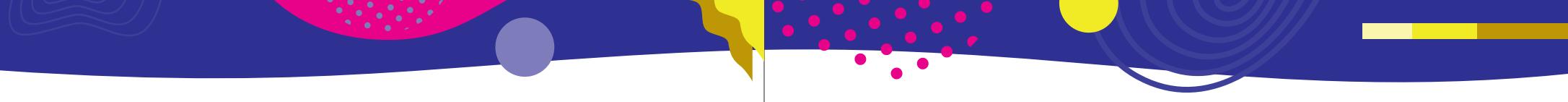
MENDAKI@Al-Muttaqin
(By Appointment Only)
5140 Ang Mo Kio Ave 6 Singapore 569844 Tel: 6457 1210 / 6457 2951

MENDAKI@Jamiyah Ar-Rabitah
(By Appointment Only)
601 Tiong Bahru Road Singapore 158787 Tel: 6274 8853 / 6274 8321

MENDAKI@ITE College Central
YouthSpace at ITE College Central 2 Ang Mo Kio Drive Singapore 567720

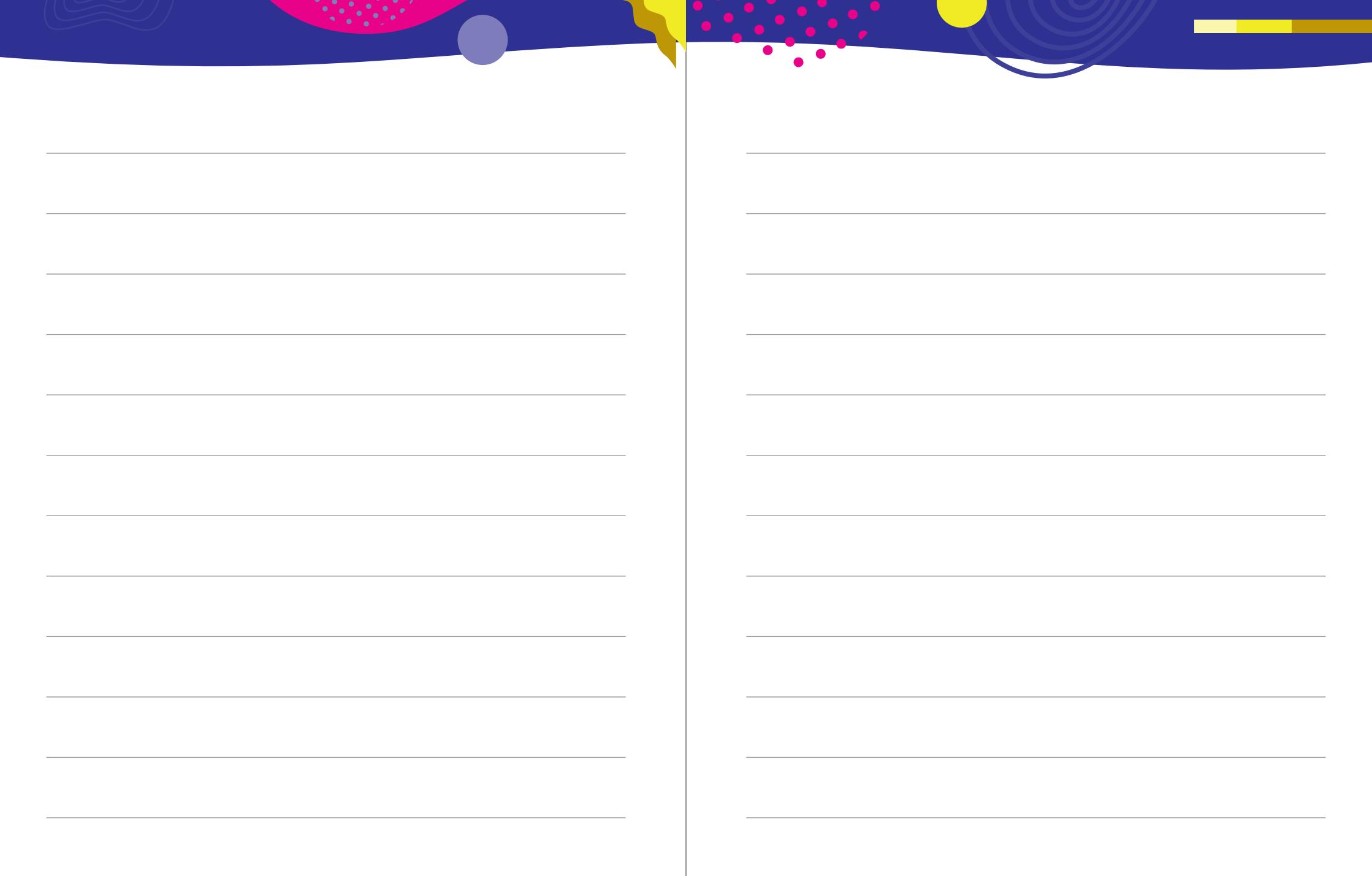
MENDAKI@ITE College East
YouthSpace at ITE College East 10 Simei Avenue Singapore 486047

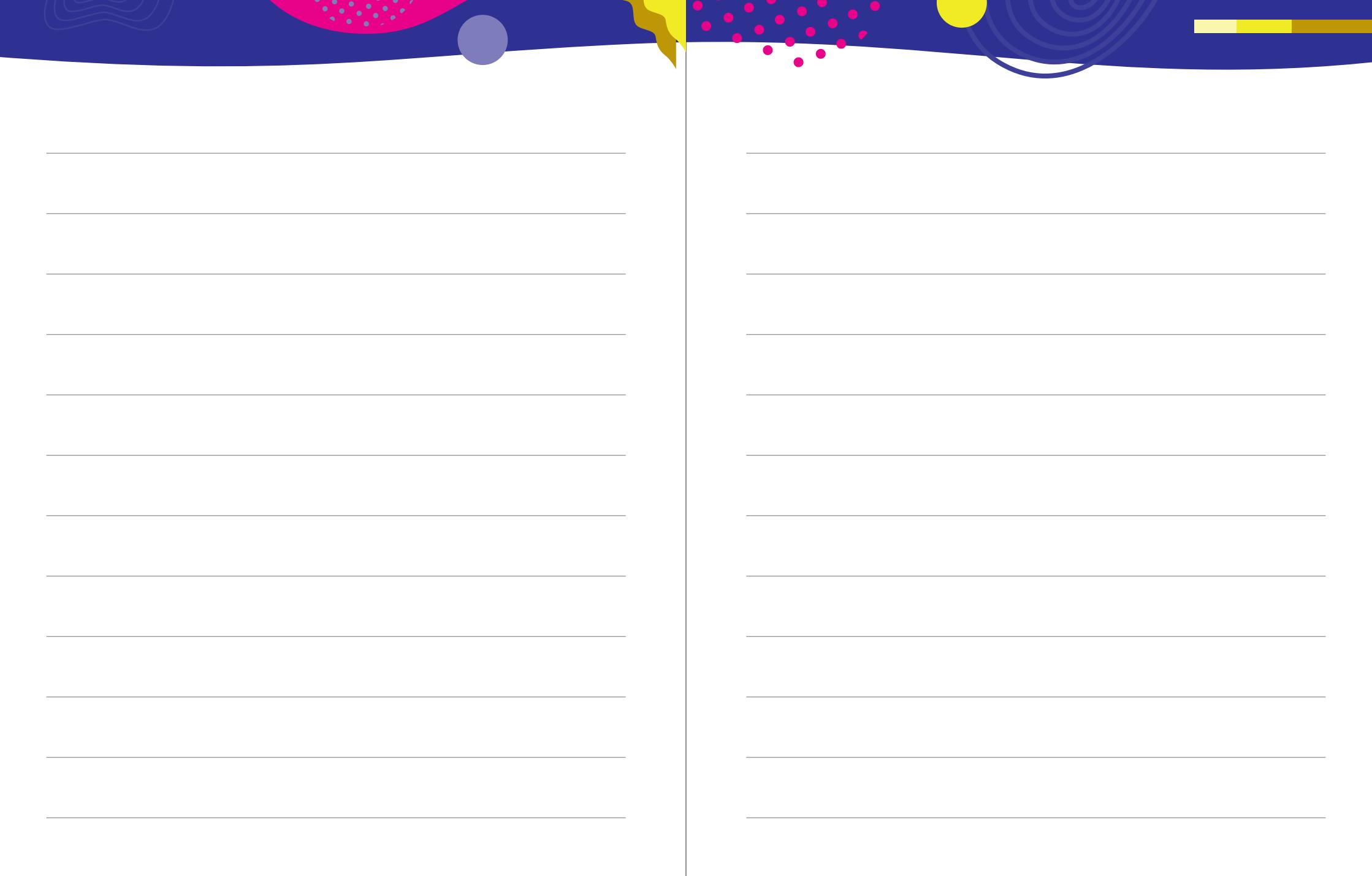
MENDAKI@ITE College West
YouthSpace at ITE College West 1 Choa Chu Kang Grove Singapore 688236

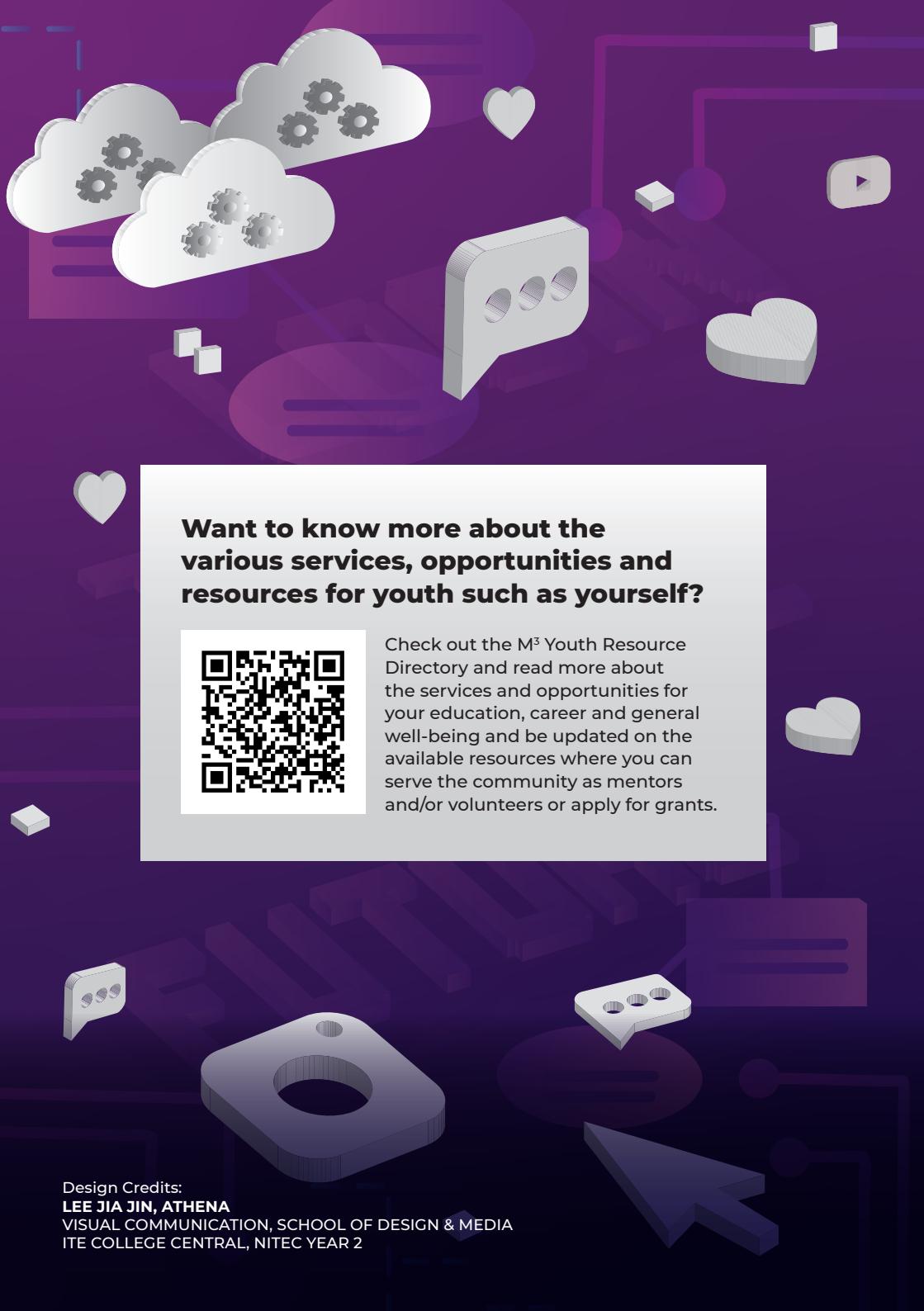












**Want to know more about the
various services, opportunities and
resources for youth such as yourself?**



Check out the M³ Youth Resource Directory and read more about the services and opportunities for your education, career and general well-being and be updated on the available resources where you can serve the community as mentors and/or volunteers or apply for grants.

