



Personal Edge

STUDENT HANDBOOK

**Careers and
Industry Relations**



Skills for Life and Work

**Personal
Edge**

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WHAT PERSONAL IS EDGE

Personal Edge is the program that, along with your academic courses, will enable you to develop the right skills to impress future employers and bring your aspirations to life. Even better, the skill sets that are part of **Personal Edge** can also give you practical advantages during your studies at RMIT Vietnam and in your personal life now.

Personal Edge is organized around 6 key skill sets that employers seek in high potential staff. Employees, entrepreneurs and independent professionals that develop these skills early and keep nurturing them are more likely to succeed as global leaders and change agents in every context.

Developing these skills is not a one off exercise. You will be continuing your development journey all of your life and you will need to upgrade and polish these skills on an ongoing basis. **Personal Edge** will give you a great head start and ensure that you can head in the right direction with an edge early in your career, whichever it will be.

Thanks to **Personal Edge** experiences you will show how you can be a



Benefits of completing **Personal Edge**

- Take full advantage of your RMIT experience, for example when undertaking group work or club activities.
- Clarify your career plans and increase your confidence in the workplace.
- Develop a portfolio of achievements to show to potential recruiters and business partners.
- Become a better learner, making it a habit to learn from experience.
- Enhance your international profile through skills in demand in multinational organisations.

TO GET STARTED

You can get started in three simple steps:



COMPLETION & RECOGNITION

After each experience, be it a formal workshop, an online course or a real life leadership activity, you will be required to submit a short reflection and evidence to document your achievements applying the new skills.

To complete the program you need to make at least two submissions for each of the 6 skill sets.

This material will become part of a growing portfolio and will make it easy for you to document your skill set to prospective employers and business partners.

After completing the minimum requirements, Personal Edge will be acknowledged in your official transcripts with an annotation. You will also get a digital portfolio and paper certificate upon your request.



SKILL SETS DESCRIPTION

CREATIVE THINKER

This skill set is about taking initiative, imagining new possibilities, and bringing them to life. Being a creative thinker also means adopting an entrepreneurial mindset, looking for opportunities and quickly adapting to changing environments.



Example of a **CREATIVE THINKER'S** behaviours

- *Use imaginative processes to transcend traditional ideas, rules, patterns or relationships.*
- *Embrace, investigate and respect the worth of divergent thinking.*
- *Take an open, flexible, playful and persistent approach to designing, developing and realising their work.*
- *Embrace problem solving, initiative and enterprise skills that contribute to productive and innovative outcomes for the enterprise/industry/community.*
- *Apply sound planning and organisational skills that promote and contribute to the strategic planning of their enterprise or organisation.*

CONFIDENT COMMUNICATOR

This skill set is about being a confident and professional communicator no matter what the situation is. Every organisation expects key workers to be fluent in both verbal and written communication via a variety of channels.



Example of a **CONFIDENT COMMUNICATOR'S** behaviours:

- *Use communication technology in a manner that contributes to the effective management and execution of a range of tasks.*
- *Can chair a meeting and manage small group dynamics achieving measurable goals*
- *Can craft multimedia and cross-media messages adapting the style to various communicational channels.*
- *Presents confidently to both small and large audiences in an energetic and captivating way.*
- *Can craft communication strategies to promote her/himself or an organisation.*

CROSS-CULTURAL TEAM PLAYER

This skill set is about building positive relations with diverse colleagues to become an effective team player in a global environment. With an increasingly multicultural and global workforce, navigating cultural differences is crucial. Developing this skill set will facilitate your success in cross-cultural environments and it will also mean for you to find the right fit between yourself and your workplace.



Example of a **CROSS CULTURAL TEAM PLAYER'S** behaviours:

- *Recognise and respect the role of cultural difference and diversity in work and social contexts.*
- *Practise non-discriminatory attitudes in relation to all kinds of difference and diversity, not simply culturally but also those based on gender, religion, sexual orientation, identity, background and ability.*
- *Acknowledge and critically reflect upon personal attitudes, decisions and conduct.*
- *Work in diverse teams to solve complex problems through respectful communication, negotiation and cooperation to effect positive change.*
- *Adapt to new contexts being aware of his/her own cultural biases.*

CAREER STRATEGIST

By cultivating this skill set you will learn how to present yourself professionally in every work environment and how to turn your passions into a gratifying and sustainable career.



Example of a **CAREER STRATEGIST'S** behaviours:

- *Demonstrate how skills, interests and values relate to potential career paths.*
- *Make intentional and realistic career decisions based on labor market information.*
- *Show initiative and self-motivation in relation to his/her learning using critical reflection to transform experiences into new career relevant skills.*
- *Present him/herself professionally to future employers and business partners in a variety of formats, including social media.*
- *Gain relevant experience to be an attractive candidate to future employers.*

ETHICAL LEADER

This skill set is about developing effective leadership behaviors, and having both self-awareness and social-awareness to make ethical decisions. By developing this skill set, you will not only begin growing effective leadership behaviours, but also reflect on where you stand and how you can contribute to the community.



Example of a **ETHICAL LEADER** behaviours:

- *Be aware of her/his values and beliefs.*
- *Motivate other people through constant encouragement and appreciation.*
- *Have a vision of her/his long term professional and personal goals and can communicate it convincingly to other people.*
- *Be unafraid to challenge the status quo and bring up innovations.*
- *Work to build trust among the people she or he works with.*

DIGITAL CITIZEN

This skill set is about working with tools, media, and information using digital technologies in an ethical, legal, confident, and productive manner. No matter which industry you will join in the future, you are expected to be digitally proficient in your workplace, learning and applying new technologies to contribute to the efficiencies and growth of your company.



Example of a **DIGITAL CITIZEN'S** behaviours:

- *Select and apply digital tools and processes appropriate to purposes in communication, productivity, collaboration and decision making.*
- *Successfully locate, organize, evaluate, filter, create, and share information and ideas in the digital space.*
- *Behave ethically in using digital tools, processes, and information to succeed in life and work.*
- *Continue to develop digital skills, embracing the speed of change, and recognising that the more we know, the more we will need to learn.*





WHERE TO LEARN

You can progress on the six skill sets in three ways:

Personal Edge official workshops and activities will be available throughout the semester. In particular keep an eye on week 7, every semester it will have a new theme with new face-to-face workshops organised by the **Personal Edge** team.

01

02

Also keep an eye on “**Recommended for Personal Edge**” events for other activities happening at RMIT Vietnam that can be suitable for the program completion



Skills for Life and Work
**Personal
Edge**

You can literally create your own learning experiences. Just follow these easy steps:

- 1) Identify an experience and link it to one of the six skill sets.
- 2) Submit an evidence reflection at the end of the experience using the format provided.
- 3) Wait for feedback from the **Personal Edge** team.

03

You can even use projects undertaken during academic courses as the basis for your learning in **Personal Edge**.

HOW TO LEARN

One of the distinctive features of the Personal Edge learning experience is the learning model. You will engage in experiential learning, that means **learning from experience and reflection**.

You will show your learning through two steps.

STEP 1: REFLECTION AND PLAN FOR TRANSFER

At the end of every workshop, you will be asked to complete a reflection and to plan how to use what you learnt in your life at school or outside.



EXAMPLE 1

Student attending official Personal Edge Workshop:

Trang has attended a Creative Problem Solving workshop offered by Personal Edge. While reflecting on the workshop she realizes that the brainstorming technique that she learnt is perfect to help her study team to overcome a deadlock. Trang gathers the team, shares the brainstorming methodology and conducts a brainstorming. As a result, the team comes out with some unexpected great ideas for the research project and makes a decision. Trang now sends some evidence of this application to the Personal Edge Team in the form of photos of the session and a testimonial from another team member. She receives very positive feedback and she has now completed one of the two activities required for the Creative Thinker skill set.

STEP 2: EVIDENCE SUBMISSION

After you apply what you have learnt, you will submit evidence of your achievements and a short reflection.

You will submit it via mobile device or PC on the Personal Edge App www.pe.practera.com using the **STARLP** structure to guide you in reflecting and sharing with employers in an interview:



SITUATION

The context in which this experience took place



TASK

What was actually required of me in that situation?



ACTION

What did I do given the situation and the task?



RESULT

What happened as a result of your actions?



LEARNT

What did I learn from the experience?



PLAN

What might I do to develop these skills further?

EXAMPLE 2

Student creating own learning experience:

Nhi is completing the Personal Edge program and needs one more activity fitting the Confident Communicator stream. Nhi has just joined a club and they are organising a workshop about public speaking. After participating in the workshop, Nhi realizes that she has an opportunity to apply her new public speaking skills in an upcoming presentation that she has to deliver to club members. Nhi delivers the presentation and afterwards sends a video along with a reflection to the Personal Edge team that provides positive feedback. Nhi has now completed the program creating her own learning experience.

EVIDENCE

The evidence file can take the form of pictures, videos, certificates, project powerpoints / reports... whatever you think can appropriately show that you applied the skill in the real world. You will need to submit at least one evidence file, which can be displayed on your Personal Edge Digital Portfolio.

The Careers and Industry Relations team will receive your evidence submissions and give you feedback about their suitability with a grade from 0-4.

- 0 “needs improvement”** - STARLP not communicated appropriately
- 1 “developing”** - STARLP contains some of the elements required for employability
- 2 “competent”** - STARLP meets expectations for employability
- 3 “commendable”** - STARLP above expected level of competence for employability
- 4 “outstanding”** - STARLP well exceeds expectations for employability

You should submit many evidence submissions to track your experiences throughout your university life. When you apply for the Digital Portfolio, only your most recent top score and STARL will be displayed. Therefore, you should continue submitting evidence submissions until you are satisfied with your grade and portfolio.

REWARDING POINTS:

After submitting STARLP submissions and receiving feedback, you will receive lucky spins and points. When you have gained the minimum points below, you can collect the gifts by visiting the Careers & Industry Relations office:



PIN | **POINTS**
500
Leaderboard

KEYCHAIN

POINTS
2000
Leaderboard



STRING BAG

POINTS
5000
Leaderboard



NOTEBOOK

POINTS
7000
Leaderboard



WATER BOTTLE

POINTS
10.000
Leaderboard

INTERNSHIPS

The Flagship Internship Program is an important experience in your journey at RMIT Vietnam that helps prepare you to enter the workforce with confidence after graduation.

If you participate in the Flagship Internship as part of your academic studies at RMIT, you can accelerate the completion of Personal Edge program by submitting reflections on the skills you learn and apply in the workplace. You can find a description of the workshops at the end of this booklet.

For further question about the internship program, contact:

Internships Saigon South RMIT Vietnam
internship.hcmc@rmit.edu.vn.

Internships - Hanoi RMIT Vietnam
internship.hn@rmit.edu.vn.

ALUMNI

Alumni can and are welcome to attend a number of specific Personal Edge workshops, as the University's commitment to support alumni's life-long learning. Advanced registration is required and alumni card should be presented to enter the workshops. Participation is free of charge.

At the end of each attended workshop, alumni will be given a Certificate of Completion of the specific workshop instead of the whole program. Like students, it is alumni's responsibilities to

complete all activities required by the workshop trainer in order to receive the Certificate of Completion.

Announcements about Personal Edge workshop will be from the Alumni Relations mailbox **alumni@rmit.edu.vn** to alumni's registered email address. Thus, it is important that alumni update their information to the University after graduation at **www.rmit.edu.vn/alumni-registration**.

Industry Mentoring Program

Connect with industry, partner with a mentor

If you are an Undergraduate or Postgraduate student at RMIT, you have access to the RMIT Industry Mentoring program. Having the one-on-one guidance through the RMIT Industry Mentoring program can help you fast-track your career and enable you to connect with the mentor who's right for you. Mentees will receive


support and career guidance from industry professionals to explore their options both in Vietnam and abroad.

For more information, please go to **<https://mentoring.rmit.edu.au/p/p5/about>**

For more information

Personal Edge is managed by RMIT Vietnam Careers & Industry Relations.

You can reach the Personal Edge team:

 **Ho Chi Minh City**
personaledge@rmit.edu.vn
Room 1.3.14, +84 28 3776 1300 (ext 1402)

 **Hanoi**
personaledge.hn@rmit.edu.vn
Room 1.1.009, +84 24 3726 1460 (ext 6095)



WORKSHOP CATALOGUE

The catalogue details a number of face-to-face workshops available throughout the academic year. Ask the Personal Edge Team for availability and look at Career Hub for upcoming events. The list is not exhaustive and new workshops and events are being added every semester.



CRELAB - TURN YOUR IMAGINATIVE IDEAS INTO REALITY

Creativity is not a mystical attribute that just belongs to some lucky few. Creativity is a skill you can develop with practice, and a process you can manage. This season RMIT Personal Edge is back bringing you a fantastic workshop to turn Japanese clay into your daily useable cute items. Creativity workshops for business will help you crack the creativity code and succeed at innovation. The workshop will create a lively and exciting atmosphere that stimulates brainstorming in a fun, inspiring action-filled environment.



GROUP CREATIVITY: HOW TO SOLVE COMPLEX PROBLEMS TOGETHER

The workshop is based on the Creative Problem Solving technique developed by Alex Osborn and Sidney Parnes. Participants will learn how to overcome a number of creative blocks that can hinder creative thinking and how to brainstorm and screen ideas in a group setting.



CONFIDENT IN SOCIAL SITUATIONS?

Many of us feel nervous or shy when we meet new people. We don't know what to say and worry whether we will be liked. This module will

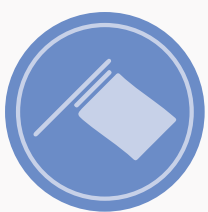
teach you how to start conversations and feel more confident in social situations.



4) Empowers other to act (*you will learn how to empower others*).

5) Encourage the heart (*you will experience the importance of recognition and encouragement*).

The workshop is hands-on and very practical oriented: you will have a chance to practice these leadership behaviours in your life, at RMIT and outside.



FIVE WAYS TO BE A LEADER

The workshop brings you an interactive experience based on The Leadership Challenge™ award winning leadership training. You will have an opportunity to experience the Five Practices of Exemplary Leadership® that are proven to boost everyone's leadership potential:

- 1)** Model the way (*you will clarify your values*).
- 2)** Inspire a shared vision (*you will learn how to craft a vision message*).
- 3)** Challenge the process (*you will be asked to think different*).



PUBLIC SPEAKING - THE ART OF STORYTELLING

People love to hear and tell stories. Many public speakers tell stories as part of their presentations. They find that a well-told story will attract listeners' attention and can emphasize or illustrate a point. This module will help you develop your Public Speaking Storytelling skills, particularly how to tell a personal touching story.



DRESS FOR SUCCESS

In a business setting, your appearance matters. Your image is an outside indicator of who you are as a person and what you wear creates that important first impression which affects whether an employer or client considers you seriously for a job. This module will provide you with tips on how to dress well for work and make great first impressions.





WINE APPRECIATION

Are you worried that you might make a fool of yourself in public when it comes to wine? Not sure what the difference is between a Cabernet Sauvignon and Sauvignon Blanc? Or which glass goes with which wine? This workshop will teach you the basics of wine appreciation so you can feel more confident about ordering a glass (or even a bottle) of wine the next time you are at an event.



DINING ETIQUETTE

Nowadays, business dinners are good occasions where business partners can greatly enhance their relationships altogether. Hence, it is important for making a favourable impression and showing courtesy to your dining companions. Guest speakers with Michelin-starred experience create a contemporary and comprehensive dining etiquette workshop, which will provide you with suitable etiquette to properly dine with style.





STOP "NETWORKING" | START "RELATIONSHIP BUILDING"

Building a strong professional network is an essential part of career success. It is estimated that around 70% of jobs are found through personal networks because your network can refer you to opportunities. This workshop will help you identify networking opportunities and develop practical strategies to grow your network and develop valuable relationships.



SUCCESSFUL INTERVIEWING | SALARY NEGOTIATION

An interview is your chance to convince the employer that you're the best person for the job. Interviews also give you the opportunity to see if the job is a good fit for you. This workshop will help you use strategies to predict the questions, prepare answers, and practice.



FLAGSHIP INTERNSHIP WORKSHOPS

The following workshops are offered to students enrolled in the Flagship Internship program at RMIT Vietnam and can easily be applied toward Personal Edge.



TEAMWORK IN THE WORKPLACE

In this workshop, students identify what personality type they belong to, how their personality differences bring out possible conflicts at work, and what they can do to work in team effectively given their personality types and their colleagues' types. The workshop uses a number of lively activities based on the MBTI^(®) personality theory to help students learn new knowledge and start to apply it to their work situation.



COMMUNICATION IN THE WORKPLACE

This workshop starts with a game that aims to show students how preconception can lead to workplace conflicts. After that, students were reminded of their personality type from workshop 1 and analyze how their personality type impacts their communication style. Finally, students will be introduced to the communication toolbox that they could start practicing and using in their workplace. They will have time to practice the communication tools and receive feedback during the workshop.



RESILIENCE IN THE WORKPLACE

In this workshop, students will have opportunities to analyze why reaction similar to the one above takes place and how to deal with it. Students will learn and reflect on the two concepts, vulnerability and perfectionism, and start to brainstorm how they can build work resilience using these two concepts. The aim of the workshop is to help students feel comfortable with who they are and hence slowly discover ways to succeed at work.







