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KAMPUS KOTA SAMARAHAN SARAWAK**

**FALCULTY OF ADMINISTRATION SCIENCE & POLICY STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)**

**PRACTICAL TRAINING REPORT (ADS666)
HUMAN RESOURCE MANAGEMENT UNIT, CHIEF MINISTER OFFICE**

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**UNDER SUPERVISOR OF
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ACKNOWLEDGEMENT

First and foremost, grateful thanks to Allah S.W.T for guiding and helping me throughout the compilation of this dissertation. I also would like to extend my deepest gratitude to my supervisor, Dr Nadrawina Binti Haji Isnin for her kind assistance and advice in completing my practical training report.

Secondly, I am also thankful to Mr Desmond Douglas Jerukan for his commission and pleasure to accept my application to be gain my experience in the organization. Without this opportunity I will not be able to gain experience and knowledge in handling and completing the task given within a short period of time.

Furthermore, I am in deeply thankful to Datin Baduyah Binti Haji Bujang as my .host supervisor in at Human Resources Management Unit, Chief Minister's Department for giving me the knowledge and support during my practical training even though in a short period of time.

Last but not least, is my appreciation and gratitude to my beloved father, mother and siblings for their everlasting love, encouragement and support during my study. I also would like to thank my entire friends especially those in AM2286C in year 2015 for their help and greatest friendship during the study.

DECLARATION

I hereby declare that I have attended the practical training at Human Resources Management Unit, Chief Minister's Department for a period of 2 months, from 20 July 2015 until 15 September 2015. I was introduced to Datin Baduyah Binti Haji Bujang, Penolong Pengarah, as my host supervisor during my internship training. I also declare that the work contained in this practical report is original and of my own concept except those which have been duly identified and acknowledged. If later I was found to have committed a disciplinary or acts of unethical and works dishonesty, action can be taken in accordance with UITM's Academic Regulations and Human Resources Management Unit, Chief Minister's Department Regulation.

Signed:



(MOHD DELON BIN HARIS)

TABLE OF CONTENT

PAGES

CHAPTER 1 : INTRODUCTION OF THE ORGANIZATION

1.0	Background of the Organization	1-2
1.1	Human Resource Focus	
1.1.1	Human Resource Transformation Journey	3
1.1.2	Sarawak Civil Service Talent Management Framework	4
1.1.3	Sarawak Civil Service Culture Change	5-6
1.2	Organizational Structure	7-8

CHAPTER 2 : SCHEDULE OF PRACTICAL TRAINING

2.0	Introduction	9
2.1	Weekly Tasks	
2.1.1	Week 1 (20 July – 24 July)	10
2.1.2	Week 2 (27 July – 31 July)	11
2.1.3	Week 3 (3 August – 7 August)	11-12
2.1.4	Week 4 (10 August – 14 August)	12
2.1.5	Week 5 (17 August – 21 August)	12-13
2.1.6	Week 6 (24 August – 28 August)	13
2.1.7	Week 7 (1 September – 4 September)	14
2.1.8	Week 8 (7 September – 15 September)	14-15

CHAPTER 3 : ANALYSIS

3.0	Introduction	16
3.1	Human Resource Management (ADS551)	16
3.2	Public Relation (PRO458)	17
3.3	Ethics in Administration (ADS452)	18
3.4	Management Information System (CSC408)	18-19
3.5	Project Management (ADS512)	20

CHAPTER 4 : RECOMMENDATIONS

4.0	Introduction	21
4.1	Strength	22
4.2	Weaknesses	23
4.3	Solution to Improvement	24-25

CHAPTER 5 : CONCLUSION

5.0	Introduction	26
5.1	Summary of Chapter 1	26
5.2	Summary of Chapter 2	27
5.3	Summary of Chapter 3	27
5.4	Summary of Chapter 4	28
5.5	Summary of Report	28

CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.0 Background of the Organization

In the early days, the Civil Service was divided into two parts, the Secretariat and the division. In 1937, the Secretariat of which is the administrative center led by two European and assisted by Malay clerk, three Chinese and three Clerical Office Assistant. During the formation of Malaysia, there are a total of 2,599 employees and the number is increased to a total of 14,208 employees in 2012.

In 1966, the Secretariat office has moved to Secretariat building in front of the Padang central, Kuching from Resident's Office and the District office Kuching. The Secretariat was changed to the Perjabat Perjawatan Negeri in 1976 and moved to the Wisma Bapa Malaysia in the same year.

The restructuring of the State Secretariat on 1 November 1995, the Perjabat Perjawatan Negeri is known as the Human Resources Management Division. A director has been appointed to head the division and was responsible to the Deputy Secretary of State (Human Resources). On August 25, 2001, the division was known as the Human Resources Management Unit to reorganization Chief Minister's Department.

Human Resource Management unit is divided into four sections, namely, Organizational Development division, Policy and Human Resource Communication division, Employee Assistance division and Talent Management division. Every section is headed by an Assistant Director whose role is to carry out the functions of the Human Resource Management Unit to achieve the Mission, Vision and Objectives.

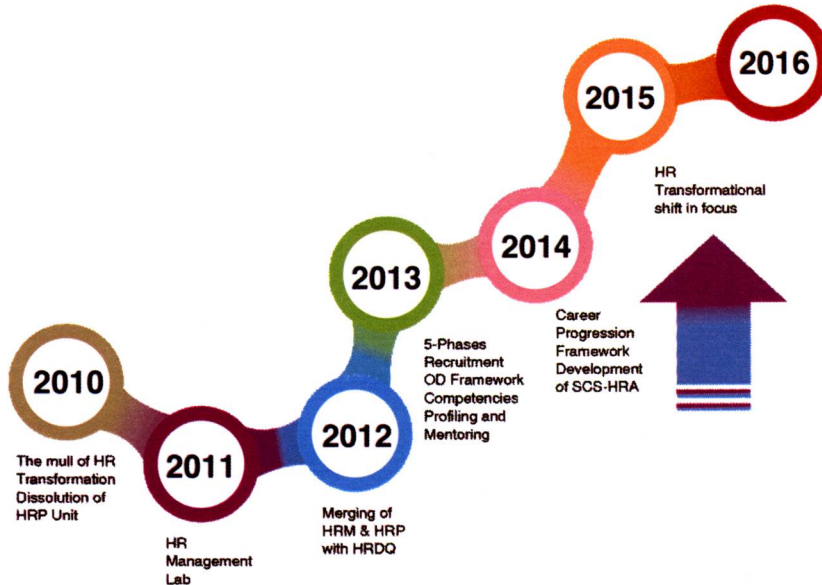
The organization mission is "Together we drive the workforce in the civil service to be world class" which means to lead the civil service to be world class in performing the task. "Meanwhile the vision is to lead in human capital transformation" which is to lead in transforming the human capital through providing development opportunities for all, improved human resource services through improving human resource processes and response time and looking for innovative approach and solutions in mitigating issues and challenges.

The objectives of the organization is human resource planning and policy review, human resource more strategic and align to organizational outcome, structured development of talent pool and Sarawak civil service leaders through continuity planning framework and leadership development program, structured career development pathways, integrated HR system (GEMS) and solutions, Comprehensive and reliable HR database, Improve HR processes, speed and response time, more engaged HR unit, Strengthened Human Resource capacity through smart partnership, and Internalization on shared values.

The organization structure of this organization is divided into four sections namely, organizational development division, policy and human resource communication division, employee assistance and talent management division. Organizational development is to formulate policies and guidelines post for the civil servants. On the other hand, policy and human resource communication division is to oversee and manage human resource planning, policy, transformation and communication. In this department it more focuses on the human resource transformation journey. Next is employee assistance whereby it focuses on the personnel assistance programs and culture change especially in Sarawak civil service. Talent management division is focuses on the development and management of talents in Sarawak civil service.

1.1 Human Resource Focus

1.1.1 Human Resource Transformation Journey



- ❖ Human Resource Planning and Policy Review.
- ❖ Human Resource more strategic and align to organization outcome.
- ❖ Structured development of talent pool and Sarawak Civil Service (SCS) leaders through continuity planning framework and Leadership Development Programme.
- ❖ Structured career development pathways
- ❖ Integrated Human Resource systems (GEMS) and solutions.
- ❖ Comprehensive and reliable Human Resource database.
- ❖ Improve Human Resource Processes, Speed and response time
- ❖ More engaged Human Resource Unit
- ❖ Strengthen Human Resource capacity through smart partnership
- ❖ Internalization

1.1.2 Sarawak Civil Service Talent Management Framework



- ❖ Talent Management is a strategic and deliberate process in sourcing, attracting, selecting, training, developing, retaining and promoting employees. In 2012, the chief minister's department developed a talent management framework specifically tailored for the Sarawak Civil Service.
- ❖ The framework covers four key areas that are inter-connected with human resource infrastructure that must converge to give Talent Management a deliberate focus in order to excel and realize the vision of "A World Class Civil Service"

1.1.3 Sarawak Civil Service Culture Change



❖ Integrity

Is the backbone to all values. In the context of the SCS, integrity means honesty, trust and accountability demonstrated through transparency, justice and fairness in actions.

❖ Kind and Caring

Is about that aspect of empathy and care in performing our daily tasks whether it is to the rakyat or fellow colleagues. The value of kind and caring will create harmony and goodwill based on a sense of sincerity and friendship.

❖ Professionalism

Refers to the ability of civil servants to be impartial, transparent, and compliant to the rules and regulations regardless of status, ethnicity, faith or kinship. Any decision made is in the interest of the organization and not for the interest of any individual or person

❖ Sense of Urgency and Ownership

Requires the civil service to be efficient, punctual and be fully accountable in carrying out its responsibility of delivering services that are timely, each time and every time, thus putting a stop to paper-pushing and pen-pushing.

❖ Team Spirit

Is a strong desire to establish a relationship between individuals in executing a task to achieve a common goal. This spirit is practiced through cooperation, commitment, and interaction through the exchange of ideas and experiences on an ongoing basis.

❖ Result-Oriented

Refers to the mindset and actions that are focused on progresses and results. Important elements in achieving result oriented approach are specific, measurable, achievable, realistic, and timeline (SMART). This means that the civil service must ensure that any action taken should be carefully planned and not to act recklessly, taking into account all the elements mentioned.

1.2 Organizational Structure



Director of Human Resource Unit

Dr Sabariah Putit

Pengarah

Policy and Human Resource Communication



Norita Binti Bawi

Ketua Bahagian



Information Management
Section

Zulkpli Bin Ismali

Ketua Penolong Pengarah



HR Communication
Section

Desmond Anak Douglas Jerukan

Ketua Penolong Pengarah



HR Transformation &
Innovation Section

Kamaruddin ohammad

Ketua Penolong Pengarah

Employee Assistant Division



Rizandy Bin Nawawi

Ketua Penolong Pengarah



Integrity Section

Siti Ramah Binti Haji Shariff

Ketua Penolong Pengarah

Talent Management Division



Salmah Jobeli

Ketua Bahagian



Recruitment Section

Salmah Jobeli
Ketua Penolong
Pengarah



Career Development Section

Dayang Joanita Azizah
Ketua Penolong
Pengarah



Privileges & Award Section

Fathi Bin Haji Bujang
Ketua Penolong
Pengarah



Training &

Development

Adrian Chung
Ketua Penolong
Pengarah

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 Introduction

My practical training was at Unit Sumber Manusia Negeri, Jabatan Ketua Menteri, Tingkat 9, 10, 11, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching, Sarawak. During my internship in Wisma Bapa Malaysia I was assigned to Human Resource Unit at Level 11. My manager is Mr Desmond anak Douglas Jerukan where he is responsible to manage and supervise students from various institution of higher learning undergoing internship there. On the other hand, my direct practical supervisor is Datin Baduyah Binti Bujang and she is responsible to assign and arrange my task during my practical training. For the period of 8 weeks, my supervisor had assign several tasks and jobs for me to gain experience and enhanced my knowledge. In the 8 weeks of my internship, I manage to complete various tasks in helping the organization to achieve the objectives of the organization, small contribution it maybe but to myself, the experience was great and very fulfilling knowledgewise.

2.1 Weekly Tasks

2.1.1 Week 1 (20 July – 24 July)

On the first week, I have been given a short briefing regarding the organization objectives, mission and vision whereby from what I have been told, I am able to identify the organization functions and help to deliver the service while achieving the organization goals. The information that I have gained is important for the future use especially in performing any tasks given to me. Moreover, I also have been given an opportunity to read and study the Sarawak Civil Service 10-20 action plan, Human Resource Transformation and Laporan Tahunan 2013. Through my reading I was able to understand the organization background, state planning, state achievement and initiatives taken by the state government whereby in the Sarawak Civil service 10-20 action plan has mentioned the journey of transformation for the seven action plans in transforming Sarawak civil service to be world class.

The seven action plans in transforming Sarawak civil service include managing culture change, human resource talent, innovation and creativity, financial management transformation, project and programme delivery excellence, e-government and managing customer needs. On the 22 July 2015, I was given the opportunity to attend the “Hari Sarawak Merdeka” or Sarawak Independence Day held at the Dewan Undangan Negeri Sarawak Building (DUN) . The event was to remember the scarifies that have been made to protect the country from outside threat. Apart from Sarawak Independence Day, I also have been assign to take part in the administration events and project management for “Hari Bersama Setiausaha Kerajaan Negeri”.

2.1.2 Week 2 (27 July – 31 July)

On the second week of my internship, I have been asked to set up the preparation for “Majlis Ramah Tamah Aidilfitri Jabatan Ketua Menteri” organized by the Chief Minister Office. I have also been trusted to take up the task of re-arranging the employees active personal files according to proper filing arrangement and system. The files must be placed systematically for easy retrieval and updating. The file must be kept safely because the information in the file are confidential.

Furthermore, I have given the opportunity to attend one of the event organized by the Sarawak Information System (SAINS) on the government employee management system (GEMS) programme at Pustaka Negeri. GEMS provide the information on function of the system and to solve any error or problems regarding the system.

The task given involved calling all government agencies such Kementerian, Jabatan-Jabatan, Pejabat Residen and Pejabat Daerah to identify the Human Resource Focal Person. It is to update the Human Resource Focal Person currently into the system for the future use.

2.1.3 Week 3 (3 August – 7 August)

On the third week, I have been asked to prepare the medical benefits for the State civil service and state pensioner based on the employee's qualification. The task require the employee's references in order to match the employee's qualification for their medical benefits. At same time, I was tasked to welcoming students from University Moratuwan Sri Lanka while they were on their courtesy visit to the Chief Minister Office (Jabatan Ketua Menteri). The visit was for their academic purpose

which is to understand the functions of the Chief Minister Office in achieving their objectives.

Apart from that, I also have been asked to prepare the Memorandum for Appointed as Human Resource Champion to all government agencies including the Resident Offices and District Offices. The task is to inform the officers in those government agencies who are the newly appointed as the Human Resource Champion.

2.1.4 Week 4 (10 August – 14 August)

In my fourth week, I have been given a task to search all Sarawak government agencies fax number, to fax all the official memorandum for the appointed as Human Resource Champion. The task given are to notify all of the Sarawak government agencies about the new appointment for the Human Resource Champion.

Further, I have been asked to assist one of the officer to update the state human resource unit website into a new version. The website need to be updated inorder inform what are the new activities or any new progress that the organization have been made to the public. It is a better way to interact with the public through the use of internet. Next is I have been asked to attend "Hari Bersama Setiausaha Kerajaan Negeri" whereby I have been involved in the preparation of various administration event based on the activities. The task given is to ensure the event run smoothly and to prepare for all of any unforeseen circumstances.

2.1.5 Week 5 (17 August – 21 August)

In week five, I have been asked to attend the “Second Sitting for Sarawak’s Fifth Session of the 17th State Legislative Assembly Sitting” which have been attended by Sarawak Chief Minister Tan Sri Adenan Satem on 17 august 2015.

I also have been asked to attend the meeting regarding Attending Sarawak civil service (SCS) human resource KIT whereby it helps to provide guidelines for the employees, especially for the new intake to Sarawak civil service human resource panel and human resource guidelines, SCS organizational development, SCS career progression framework, In-service training, SCS Leadership competency framework, training guide for Government Employees Management System (GEMS), Human Resource facilities and managing culture change.

Apart from that, I have been given the task to check the inventory asset in the department including updating the information to be used to identify the location of the asset and identify the person in possession of the asset. The task given is to help the officer-in-charge to be able to identify the government asset as well as to avoid any negligence from happening.

2.1.6 Week 6 (24 August – 28 August)

On week 6, I was tasked of updating the employee’s active files involving recording of new data and information. It is to update the old data such as when the employee have been transfered, the new location for the employees need to be included in the active files as this updating exercise is for future references.

Within the same week, I have been asked to prepare the materials needed for the meeting of “Majlis Bersama Jabatan”. The material is importance for the use of the

officer during the meeting of “Majlis Bersama Jabatan”. I have been allowed to attend the “Majlis Bersama Jabatan” meeting to assist one of the officer in charge for the meeting. It to ensure that the meeting run smoothly and to render assistance should any problem arises, also to help the officer sort out any solution to the any likely problems.

2.1.7 Week 7 (1 September – 4 September)

During week 7, I have been assigned a task to create an an organization chart for Penjawat Awam Negeri Sarawak whereby it is used to identify the hierarchy of the officer in charge on the government agencies. I have been asked to attend the programme of “Khursus Induksi Umum” (KIU) whereby the programme is to provide guidelines for the new employees of the organization.

I have been assigned to collect all of the questionnaire of “Taklimat Sarawak Civil Service KIT” and to enter the data into the SPSS statistic. It is to identify whether the participant understand the speech that are delivered to them. It is also to identify whether the person who gave the talk able to effectively deliver the information to the participants.

2.1.8 Week 8 (7 September – 15 September)

On the last week of my internship, I have been asked to attend the seminar on volunteers as social change agents organized by the Angkatan Zaman Mansang (AZAM) Sarawak held at the Pullman Hotel whereby it is the initiative of AZAM Sarawak. The seminar is to encourage the public to get involve in the voluntarism as it is part of contributing the effort for helping others as a community.

In the evening , I have been invited to attend the anniversary dinner of Angkatan Zaman Mansang (AZAM) Sarawak at the Pullman hotel. It is to celebrate the

32nd anniversary of Angkatan Zaman Mansang Sarawak for their contribution in helping others. Next is I have also been assigned to update the "Tangga Gaji" for Sarawak civil service into the data system. It is to update the old Tangga Gaji for the Sarawak civil service based on the current rate that have been set up by the government.

My last assignment involved managing and also updating all of the old record which is more than 25 years and above of the Sarawak civil service record. The record cannot be thrown away because the information in the file are confidential whereby the information must be kept in a safe place with a proper arrangement. The task given required a time frame because the file need to be in a proper arrangement.

CHAPTER 3

ANALYSIS

3.0 Introduction

In this chapter focuses on the definition of concept, theory and circular in job description. The report should be analyzed and focuses on the task that had done. In this chapter also should reflect definition of concept. The demonstration of practical and theoretical aspects as how the trainee relates to the concept that has been learned in classroom and at work place. Thus, it is to transform the knowledge that have been gained at workplace to reinforce understanding on the concepts learned in classroom.

3.1 HUMAN RESOURCE MANAGEMENT (ADM551)

Human resource management is a function in organizations designed to maximize employee performance in service of an employer's strategic objectives. Human Resource also concerned with the management of people within organizations, focusing on policies and on systems. Apart from that, human resource management is a process an organization undergoes to manage people in order to achieve its goals. It is a management that carried out the organization functions in order to achieve the organization objectives.

During my internship, I have undergo training at the State Human Resource Unit whereby I was able to apply my knowledge on the human resource management into the organization such that I was able to identify the job specification and the scope of work.

3.2

PUBLIC RELATION (PRO458)

Public relation define the practice of managing the spread of information between individual or an organization and public. Public relation may include an or individual gaining exposure to their audience using topics of public interest and news items that do not require direct payment. Public relation has been taught in the syllabus and been practiced during my internship especially organizing an event management. In my practical training, public relation is very important while dealing and communicating with others especially in dealing with staff of other organizations.

Public relation specialists established and maintained relationships with an organization's target audience. For instance, during my practical training I had to apply the theory of public relation in completing the task such on the event on week 3 whereby I have been assigned to welcoming the students from University Moratuwa Sri Lanka on their visiting to the Chief Minister Office. It is important because public relation focuses on the medium of language which is needed by the two parties to understand each other in creating a relationship.

Furthermore, public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics. Public relations can also be defined as the practice of managing communication between an organization and its publics. It is important for any employees to have a better communication as it will help us to interact with other agencies in performing the task.

3.3 ETHIC IN ADMINISTRATION (ADS452)

Ethic is a set of principles of right conduct. Administration also defined as the act of managing duties, responsibilities or rules. These are the main scope of tasks of administration whereby it requires an individual to take the responsibility in performing any tasks given. Administration is a scope of task that would be a must in every organization to practices. Without any administration the organization will have a hard time to complete the scope of work or task in the organization.

Administration refers to the group of individuals who are in charged of creating and enforcing rules and regulations, or those in leadership positions who are to complete important tasks. For example, during my internship at the state human resource unit, the group of individuals who are in charged of creating and enforcing rules and regulations would be the director of human resource and all of the heads of department that would help the leader in making any decision especially to any changes that might happen in the organization.

3.4 MANAGEMENT INFORMATION SYSTEM (CSC408)

A management information system is a computerized database of financial information organized and programmed in such a way that it produces regular reports on operations for every level of management in a company. It is usually also possible to obtain special reports from the system easily.

Moreover, file management is needed for the organization because the proper file management enable and ensure the organization's file safety. File management is

the storing, naming, sorting and handling of computer files. It is the process of maintaining folders, documents and multimedia into categories and subcategories as desired by a user. File management help to eliminate clutter so that the user can access and retrieve data faster and more conveniently. This system enable the organization to record and store data into the system without any limits. It would help to reduce the use of paper whereby the data can be store in the system without create any space.

During my internship at the state human resource unit, the system that the organization use to keep the data of their employees is by using the system called Government Employee Management System (GEMS). This is system is allow to record any employees personal information for the use of the organization. I have given a task to record the employee's information into the Government Employee Management System. The theory session Management Information System is one of the syllabus that I have learned whereby I have been taught how to use the Microsoft Excel to key in the information which is similar to the system that I have been taught during my practical training. In the class session I have been taught how the system works and the benefits of using the system which have been practically using the similar system such Government Employee Management System.

Furthermore, the state human resource unit also using the system called Human Resource Management Information System (HRMIS). The function of the system is similar to the government employee management system but slightly different which the organization use the HRMIS system to key in the pension data only. Through this system they will process the pension of an employees.

3.5 PROJECT MANAGEMENT (ADS512)

Project management is the discipline of carefully projecting or planning, organizing, motivating and controlling resources to achieve specific goals and meet specific success criteria. It is to organize an event with a proper planning, organizing, time frame, monitoring and control. A project manager will help define the goals and objectives of the project, determine when the various project components are to be completed and by whom, and create quality control checks to ensure that completed components meet a certain standard.

Project manager is very important because he or she is responsible to any circumstances that might happen and need to handle the situation with a proper solution. Project management is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirement. For instance, during my practical training I have been ask to prepare an administration event or project management for Hari Bersama Setiausaha Kerajaan Negeri. The task given is similar to the theory that I have learned in project management and through the learning I am able to apply the knowledge to completing the task given. The task that I need to prepare include all of the activities and agendas during the event.

CHAPTER 4

RECOMMENDATIONS

4.0 Introduction

Every organization has its own strength and also weaknesses while performing activities. In this chapter focuses on the strength, weaknesses and solution to the problem of organization. This chapter identify on the organization strength and weaknesses and to find solution to the problem in the organization. By referring to my period of practical training at Chief Minister Office in human resource department, I able to identify these strength and weaknesses on the task performance and also some recommendation to overcome those weaknesses in the organization.

This chapter will provide the recommendation to the organization towards the weaknesses that had observe by the trainee. In this chapter the recommendations come from chapter 3 which had been analyze. Thus, I provide the suggestion and recommendations to the organization increase and upgrade the skills and performance then also to decrease the bad reputation of organization.

4.1 Strength

During my internship, I am able to identify the strength of the organization in achieving their goals. The organization need to have an advantages in order to keep in the line of achieving the organization goals. It require a lot of commitment in fulfill the organization mission and vision because that will show the identity of an organization.

The first thing that I realize during my internship, I aware that the organization has a proper delegation of task. It will help them to complete the task within the time frame given. It show that the organization has a proper management during delegation of task among themselves. For instance, on the 7 august 2015 I have been assign to prepare the official memorandum for the appointed as Human Resource Champion to all government agencies. The others have been working on the activities for the event such the material needed, location, food and more. The delegation of work in the organization are clear and proper management.

Furthermore, I notice that the talent and capabilities of the organization is one of the organization strength. This skills are needed in every organization in order to complete the task given. On week four, the organization have organize an event of "Hari Bersama Setiausaha Kerjaan negeri whereby most of the material needed for the event are made by the organization without outsource such the design of the banner, invitation card, back drop of the event and more.

Apart from that, the teamwork in the organization an advantage to the organization. This strength will help the organization to achieve the objective of organization. This strength able to complete the task within the time period and able increase the productivity and the quality of the task.

4.2 Weaknesses

Basically, in every organization have their own weaknesses which it is a divider to achieve the organization goals. The first thing that I noticed during my practical training, I have found that the time management in the office is not effective in term of punctuality. Despite all of the work done within the time frame the employees in the organization is not punctual in arriving to the work place. The reason is in the organization is still using the traditional methods of record the time arrive to the work place which is record the time into the attendances form.

This method is an old method whereby in the old day is lack of technological advance and just using the attendances form to record all of the employees data. I find this weaknesses has burden the others organization. For instance, during my internship when the officer late coming to work whereby the person from other organization are searching for them in discussing for the work matter. It will slow up the process of making the decision. This has been a trend among the officer in the organization where it worst can become a culture of an organization.

Other than that, I found that the freedom of using the internet has exposed the organization to another weaknesses whereby the employees in the organization are too free to surf the internet without the knowledge of high ranking officer. It is a disadvantage to the organization whereby it will give the employees a distraction and a deviation in completing any task given.

Lastly, the information provided by the officer in charge while delegating the task might not be clear and insufficient information. This affect the performance of the employee when completing the task. It burdens the employee because the lack of information will provide a barrier to completing the task in quality wise and effectively.

4.3 Solution to improvement

Weaknesses is important for the organization to improve their performance of work in delivering the service needed by the public. There are a few weaknesses in this organization that have given an effect of to the organization performance. The first weaknesses in this organization which is the punctuality of the staff.

The method that the organization adopted to record the attendance of an employees is not effective enough whereby it can lead the employees to come late to work. There are many solutions to this issues in order to avoid the trend become a culture of an organization. The first solution to this method is by using the security access card whereby the technology will record the exact arrival time as well as protecting the organization from unauthorised people entering the office . This system will help the organization to ensure the punctuality of an employees and help to check the performance of an employees.

The second solution to the second issue which is on the freedom of using the internet. This can be prevented by blocking the internet from the website that can distract the employees such facebook, twitter, youtube and more. Though this method it will prevent the employees from freedom of using the internet. By using the method it will help the organization to have a more focus employees during the working time and in completing the task given.

Lastly, the solution to the third issue in the organization which is on the lack of or insufficient information provided by the officer in charge when delegating task. I have experienced this problem when the officer in charge assigned me to provide any material involved for the "Maljjs bersama Jabatan". I have experience that the information given by the officer incharge is not clear and not specific enough that is needed for me perform my task effectively. The solution to this problem is by providing details and specific information of the material needed for the event.

CHAPTER 5

CONCLUSION

5.0 Introduction

This chapter will conclude about each of the chapter that I have been explained before this. Besides that, on the conclusion part, I will conclude about what are the benefits that I have gained from my internship in chief minister office.

5.1 Summary of Chapter 1

In this chapter has explained about the organization background from the establishment of the organization. It also explained the functions of the organization, vision and mission, objectives of the organization. The organization mission is "Together we drive the workforce in the civil service to be world class" which means to lead the civil service to be world class in performing the task. "Meanwhile the vision is to lead in human capital transformation" which is to lead in transforming the human capital through providing development opportunities for all, improved human resource services through improving human resource processes and response time and looking for innovative approach and solutions in mitigating issues and challenges.

Meanwhile, the objectives of the organization is human resource planning and policy review, human resource more strategic and align to organizational outcome, structured development of talent pool and Sarawak civil service leaders through continuity planning framework and leadership development program, structured career development pathways, integrated HR system (GEMS) and solutions, Comprehensive and reliable HR database, Improve HR processes, speed and response time, more engaged HR unit, Strengthened Human Resource capacity through smart partnership,

and Internalization on shared values. This chapter identify the organizational structure such from lower until upper level of management.

5.2 Summary of Chapter 2

In this chapter, I had explained about the tasks and job that I did during the six weeks of my internship programmed. This chapter explained detail on the task that I have done during my internship. The tasks given to me were consistent to the guidance provided by the faculty. The tasks mainly related to the scope of administration and the subject that I have learned for the past semester. I am able to apply what I have learned in the past semester and to relate the theory into practice. Therefore, it is a valuable experience that I can get through my practical training.

5.3 Summary of Chapter 3

In chapter three, I have explained about the most important task that I did during my training. I was instructed to do many tasks, but the main focus in chapter three is to analyze about the task that I had most involved and engaged to, that is about handling an event. It was such an interesting experience since I was exposed to many activities and had opportunity of meeting and works with other people. This chapter explain the task that I have done during my practical and relate to the theory that I have learned for the past semester.

5.4 Summary of Chapter 4

In this chapter, I have identify the strength and weaknesses of the task that I choose as the main focus. This is the continuation of the analysis in the previous

chapter. There are some recommendations that I have suggested in this chapter regarding the weaknesses of the tasks. This is to identify the error and some corrective actions that can be taken in order to be better in the future. I can enhance my knowledge on how to evaluate a tasks or jobs that been given or handle by me.

5.5 Summary of report

In conclusion, in this report has mentioned all of the chapters, including the introduction of organization, schedule of task, analysis and the recommendation for any weaknesses in the organization. In the first chapter explain the background, objective, vision, mission, and the organization structure. In the second chapter explain on the task that I have gone through and the experience that I have gained during my practical training which can be use in the future. I have detailed out the task that I have completed during my internship. In the third chapter, the task that I have learned during my internship I have relate it with the theory that I have learned in the class session which has included the syllabus such, human resource management, public relation management information system and more. On the chapter four, I have stated the strength, weaknesses of the organization and provide a solution for the weaknesses.

APPENDICES

APPENDICES



Reporting duty of practical training to Datin Baduyah Binti Haji Bujang on 20th July 2015



Attending Hari Bersama Setiausaha Kerajaan Negeri as one of the event organized by the Chief Minister Office.



Second Sitting for Sarawak's Fifth Session of the 17th State Legislative Assembly Sitting



Attending the seminar on vounteers as social change agents organized by the Angkatan Zaman Mansang Sarawak (AZAM SARAWAK)



Attending the 32nd Anniversary of Angkatan Zaman Mansang Sarawak (AZAM SARAWAK)
Dinner



Last day during my internship.

KERTAS MINIT
MINUTE SHEET

Kepada: Senarai Agihan

YBhg. Datu/Tuan/Puan,

MESYUARAT PEMILIHAN PIHAK PEKERJA MAJLIS BERSAMA JABATAN
(MBJ) JABATAN KETUA MENTERI (JKM) SESI 2015/2017 (2 TAHUN)

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Dimaklumkan bahawa wakil Pihak Pekerja MBJ JKM Sesi 2013/2015 akan tamat tempoh pada 31.8.2015. Sehubungan itu, sesi pemilihan wakil Pihak Pekerja baru akan diadakan pada tarikh, masa dan tempat seperti berikut:

Tarikh :
Masa :
Tempat :

3. Sukacitanya pegawai-pegawai daripada Unit/Agensi pihak YBhg. Datu/Tuan/Puan dijemput hadir ke sesi pemilihan tersebut.

4. Kerjasama dan sokongan pihak YBhg. Datu/Tuan/Puan untuk memberi pelepasan kepada pegawai-pegawai terlibat kami dahulu dengan ucapan terima kasih.

Sekian.

“BERSATU BERUSAHA BERBAKTI”
“AN HONOUR TO SERVE”

.....
(DESMOND DOUGLAS JERUKAN)
Setiasaha Bersama, Pihak Pegawai
Majlis Bersama Jabatan Negeri
Unit Sumber Manusia Negeri

Rujukan :
Tarikh :

KERTAS MINIT
MINUTE SHEET

SENARAI AGIHAN

1. Pengarah Unit Protokol & Perhubungan Awam Negeri
2. Pengarah Unit Pentadbiran
3. Pengarah Unit Pembangunan Usahawan dan Industri Halal
4. Pengarah Unit Permodenan Perkhidmatan Negeri
5. Pengarah Unit Perancang Negeri
6. Pengarah Unit Pemantauan & Pelaksanaan Negeri
7. Pengarah Unit Keselamatan Negeri
8. Penagarah Unit Sumber Manusia Negeri
9. Pengarah Unit Makmal Penyelidikan Tanah Gambut Tropika
10. Pengarah Unit Pembangunan Tenaga Kerja
11. Pengarah Unit Audit Dalam

MEMORANDUM RASMI

Daripada: Setiausaha Kerajaan Negeri	Kepada: Setiausaha Tetap Kementerian Pembangunan Luar Bandar Sarawak
Perkara: Sila Lihat di Bawah	Salinan Kepada:
Ruj Kami: /JKM/UPSM/100-6/JLD.2	Ruj Tuan:
Tarikh:	Tarikh:

PELANTIKAN SEBAGAI HUMAN RESOURCE CHAMPION (HRC)

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Sukacita dimaklumkan bahawa **Puan Jessie Melling** dari Kementerian YBhg. Datu Haji Chaiti Bolhassan dengan ini dilantik sebagai Human Resource Champion (HRC) di agensi YBhg. Datu.

3. Pelantikan beliau sebagai HRC adalah sebagai rakan strategik Unit Sumber Manusia Negeri (USMN) dalam mengurus aspek-aspek berikut:

- i. Hal ehwal berkaitan sumber manusia di peringkat agensi dan mengurus perubahan budaya berasaskan enam (6) nilai bersama; dan
- ii. Peneraju dan sumber rujukan hal ehwal sumber manusia di peringkat agensi

4. Pelantikan tersebut adalah untuk tempoh dua (2) tahun atau kurang, tertakluk kepada keperluan perkhidmatan.

5. Selaku HRC, beliau juga merupakan Urus Setia dan Setiausaha kepada Panel Pengurusan Sumber Manusia Agensi (PPSMA) yang bertanggungjawab membantu agensi mengambil tindakan terhadap semua urusan berkaitan sumber manusia di peringkat agensi.

6. Sehubungan itu, Puan Jessie Melling dengan ini dijemput untuk menerima surat lantikan serta menghadiri taklimat untuk HRC yang akan diadakan pada 12 Ogos 2015 jam 9.00 pagi hingga 5.00 petang di Dewan Undangan Negeri Lama.

Sekian, terima kasih.

“BERSATU BERUSAHA BERBAKTI”

“AN HONOUR TO SERVE”

(Y.B. TAN SRI DATUK AMAR MOHAMAD MORSHIDI BIN ABDUL GHANI)
Setiausaha Kerajaan Negeri

Rujukan: /JKM/UPSM/100-16/JLD.2

Tarikh: Ogos 2015

KERTAS MINIT
MINUTE SHEET

Sila Lihat Senarai Agihan

Tuan/Puan,

**MESYUARAT KEDUA BAGI PENGGAL KELIMA BAGI PERSIDANGAN
DEWAN UNDANGAN NEGERI SARAWAK KALI KE-17**

Dengan segala hormatnya saya merujuk kepada perkara di atas.

2. Sempena Mesyuarat Kedua Penggal Kelima bagi Persidangan Dewan Undangan Negeri Sarawak kali Ke-17, pihak Unit Sumber Manusia Negeri ingin memohon pelepasan untuk Pelajar-Pelajar Latihan Industri yang disenarai di **Lampiran A** supaya dibenarkan menghadiri persidangan tersebut bagi tujuan pendedahan dan pembelajaran mengenai peranan para Ahli DUN di dalam struktur Legislatif Kerajaan Negeri Sarawak.

3. Sehubungan itu, para pelajar dipohon untuk berkumpul di **Lobi Dewan Undangan Negeri pada pukul 9:15 pagi pada 17 Ogos 2015** untuk tujuan koordinasi.

4. Kerjasama serta perhatian berhubung perkara di atas amatlah dihargai.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"

"AN HONOUR TO SERVE"

" Together We Drive The Workforce In The Civil Service To Be World Class"



[MOHAMAD HAZRIE BIN SIRI]

b.p Pengarah

Unit Sumber Manusia Negeri

Ruj: 45/JKM/UPSM/S4/500-6/Jld.1

Tarikh: 14 Ogos 2015



Reg No : Q192488
ISO 9001:2008 Certified

Senarai Agihan

- 1) Pengarah
Unit Pembangunan Usahawan dan Industri Halal
- 2) Ketua Penolong Pengarah
Bahagian Pembangunan Organisasi
- 3) Ketua Penolong Pengarah
Bahagian Polisi dan Komunikasi Sumber Manusia
- 4) Ketua Penolong Pengarah
Bahagian Sokongan Pekerja
- 5) Ketua Penolong Pengarah
Seksyen Latihan

- 1) Nur Aziera binti Basri
Unit Pembangunan Usahawan dan Industri Halal
- 2) Mohd Faidzul Firdaus bin Sukaimi
Afifa Izni binti Abang Ahmad Ridzuan
Izatul Farhana Bt Rosli
Hariq Hazwan Bin Hasslan
Mohd Delon Bin Haris
Asyaari bin Alwi
Bahagian Polisi dan Komunikasi Sumber Manusia
- 3) Mohd Safiq bin Latip
Bahagian Sokongan Pekerja
- 4) Farrid Moustaffa bin Janilabidin
Bahagian Pembangunan Organisasi
- 5) Mohd Iskandar Bin Bolia
Seksyen Latihan

KERTAS MINIT

Minute Sheet

1. Cik Nurul Azirah - Melalui Pengarah, SIMU
2. Cik Nur Syahidatul Fatehah - Melalui Pengarah, SIMU
3. Encik Mohd Delon bin Haris - Melalui KPP, Seksyen Maklumat

Tuan / Puan

SEMINAR ON "VOLUNTEERS AS SOCIAL CHANGE AGENTS"

=====

Dengan segala hormatnya, saya merujuk kepada perkara tersebut di atas. Dimaklumkan bahawa pihak Angkatan Zaman Mansang (AZAM) akan menganjurkan seminar seperti tersebut di atas pada 7 September 2015 (Isnin), Jam 8.30am – 4.00 pm bertempat di Colosseum II, Pullman Hotel, Kuching.

2. Sehubungan itu, tuan / puan adalah terpilih untuk menyertai seminar tersebut. Disertakan bersama ini brochure dan aturcara program untuk maklum dan tindakan tuan / puan selanjutnya.

Sekian, terima kasih.

"BERSATU BERUSAHA BERBAKTI"
"AN HONOUR TO SERVE"


(HAIROL NIZAM BIN MORSHIDI)

b.p. Pengarah,
Unit Sumber Manusia Negeri

Ruj. : 52/JKM/UPSM/S7/500-6/3 JLD4
Tarikh : 3 September 2015



UNIVERSITI TEKNOLOGI MARA SARAWAK

PRACTICAL TRAINING

LOG BOOK

Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student' s responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the details required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that;

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your Training Officer for retention on your return to UITM and this will later be handed to the Faculty for grading.

Recording

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comments on the work being undertaken and your considered opinion as to its value as training.


E	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015	Report duty to Ketua Penolong Pengarah,	
	Mr Desmond Douglas Jerukan. I have been	
	given a short briefing regarding the	
	organization objective, mission and vision.	
	Feedback	
	- From what I have learned I'm able to	
	identify the organization objective, mission,	
	and vision which by using the information	
	that I gain I'm able to help the	
	organization to achieve the organization	
	objectives.	
	I have been given to read the	
	Sarawak Civil Service Action 10-20 Action	
	Plan (SCS 10-20), Human Resource Transformation	
	and Laporan tahunan 2013 to understand	
	the organization's background, state planning,	
	state achievements and initiatives taken by	
	the state government.	
	Feedback	
	- Through the reading that I have read,	
	the Sarawak Civil Service 10-20 Action Plan	
	is the journey of transformation for the	
	Seven action plan in transforming Sarawak	


26


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	Civil Service to be world class which, managing culture change, Human Resource Talent, innovation and creativity, financial management transformation, Project and Programme delivery excellence, e-government and managing customer needs.	
y 2015	Attend the Hari Sarawak Merdeka held at Dewan Undangan Negeri Sarawak for celebrate Sarawak Independence Day. I have been told to take video for the function.	
	Feedback TO remember the Sarawak independence on 22 July 1963 1963 to 15 September 1963 as an independence state. The video was to record all the performance which is it show the history of sarawak before independence.	


	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
15	I have been ask to do the administration event or Project management	
	for Hari Bersama Setiausaha Kerajaan	
	Negeri .	
	Feedback	
	- I'm able to apply the theory what	
	I have learn in Project management	
	last semester in completing the task	
	given.	
015	continue the task on 23 July 2015 which is completing the administration	
	event for Hari Bersama Setiausaha Kerajaan	
	Negeri .	
	Feedback	
	- Require a lot of time in completing	
	the task .	
5	Set UP the preparation for majlis Ramah Tamah Aidilfitri Jabatan Ketua	
	Mentri.	
	set up and design a food stall which it is one of the event activities	
	in the event .	


df.

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Feedback	
	a lot of idea sharing in designing	
	the stall which requires a decision	
	and teamwork making to complete the task.	
JULY 2015.	Attended the event which held at	
	Dewan Undangan Negeri (Jama) and performing	
	a choir as it is one of the event	
	activities for the event for the participation	
	of organization activities.	
July 2015	I have been give a task to	
	arrange the employee active files	
	according to the arrangement. Employer	
	active file is all of the personal	
	data that must be kept properly.	
	Feedback .	
	- The files are kept in a proper	
	management as it is for the others	
	to identify the file located in order	
	to update the file.	
		

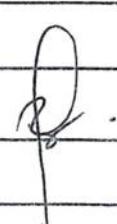
	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015	Attended the government employee	
	management System (GEMS) program at	
	Postaka Negeri .	
	The Program was organise by Sarawak	
	Information Systems (SAIS) and USMAN .	
	Feedback	
	I able to understand the function	
	of the Systems and how to solve	
	any Problems regarding the Systems .	
2015	I have been ask to call all	
	the government agencies Such Kementerian,	
	Jabatan - Jabatan , Pejabat Daerah and	
	Pejabat Residen to find out who	
	are the Human resource focal at	
	every department .	
	Feedback	
	Improving Communication Skill when	
	interacting with others .	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMAR
August 2015	<p>I have been ask to Prepare at the medical benefits for the state civil service and state Pensioner, Based on ^{employees} their Qualification</p>	
	Feedback	
	<p>I able to provide the task to the officer on time using the proper time management.</p>	
August 2015	<p>welcoming the students from State University Moratuwa Sri Lanka on their visiting to the Jabatan Ketua menteri. Preparing the souvenir for the students.</p>	
	Feedback	
	<p>Through + and improve communication skills and able to find out what are their thought about the sarawak Government.</p>	


EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015 I have given a task to Prepare the merit for Perlantikan Sebagai Human Resource Champion (HRC) to all district office and Resident office.	
continue on the task given on 5 August 2015 which is to Prepare the merit for Perlantikan Sebagai Human Resource Champion to all district office and Resident office.	
	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
AUGUST 2015	<p>I have been give a task to prepare a memorandum Rasmi for Persekitaan Persediaan Perhimpunan Persekitaan sempa Perlantikan sebagai Human Resource Champion (HRC) to all government agencies such kementerian, Jabatan - Jabatan, Persekitaan Persekitaan and Persekitaan Persekitaan. Statutory bodies.</p>	
	Feedback	
	<p>In able to learn how to create a memorandum rasmi which it is useful for future use.</p>	
AUGUST 2015	<p>I have been ask to search all Sarawak government agencies Fax number and Fax all of the memorandum rasmi for Perlantikan sebagai Human Resource Champion (HRC) to all of the agen government agen agencies.</p>	
	<p>I also been ask to assisting the officer to to update the strawak State Human Resource Unit website</p>	

EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
website (SHRU).	
Feedback	
I able to apply what I have learn in the introduction to interactive multimedia in completing the task.	
2015 I have been ask to attend the rehearsal for Hari Bersama Setiausaha Atas Kerajaan Negeri event. I also been ask to perform a Choir for the event.	
2015 Attended the event Hari Bersama Setiausaha Kerajaan Negeri and Performing choir for the event as a involvement of the organization activities.	



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2015	I have give a task to update the state Human resource web unit website to the new version.	
August 2015	Continue ent on the task given on 13 August 2015 which is to update the state Human resource unit website to the new version.	
	Feedback	
	I get to learn new knowledge on computering.	

	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015	Attended the Dewan Undangan Negeri	
	Mesyuarat kedua bagi Penggal Kelima	
	bagi Persidangan Dewan Undangan	
	Negeri Sarawak kali ke 17.	
	Feedback	
	I able to know the current issue	
	that have been debated in the	
	sitting.	
2015	I have been assign to update	
	the Sarawak website, the State	
	human resource unit website. Updating	
	the data and information needed.	
	Feedback	
	I able to learn new skill that	
	have not in the syllabus.	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
JULY 2015	Continue the task on 18 August	
	2015 for updating the new information	
	needed for the websites.	
	Feedback	
	- Its required a lot of time	
	and knowledge for me in	
	completing the task.	
August 2015	Attended the meeting regarding	
	the Sarawak Civil Service human	
	resource kit. There are 9 SCS HR	
	kit which SCS HR Panel and human	
	resource Champion (HRC) Guidelines,	
	SCS Organizational Development, SCS	
	Career Progression Framework, In-service	
	training, SCS leadership competency	
	framework FAQ, SCS Training Guide,	
	SCS Government Employees management	
	CGEMS), HR Facilities and managing	
	culture change.	
		

EXACT NATURE OF WORK DONE

SUPER VISORS REMARKS

2015

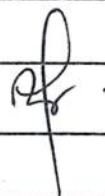
I have been assign to check the asset inventory asset in the department for updating the information. The information is needed for the location of the asset and ~~order~~ identify the officer who are using the asset.

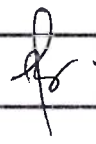
2015


continue that the task on 21 august 2015 in checking the inventory asset in the department.

Feedback


I able to identify the data for updating the information.





DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
August 2015	<p>I have been assigned to update the State Human Resource Unit website for the new news in the organization. The news are for the user that accessing the website.</p>	
	Feedback	
	<p>I able to share the information for any user that surfing the state Human Resource Unit websites.</p>	
August 2015	<p>I have been ask to update the employee active file. The new record or data need to be kept in the employee active file for the employees.</p>	
	Feedback	
	<p>I managed to updating updating the file to keep the file updated newly records in the file.</p>	

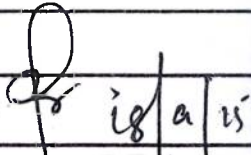
EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>2015 Continue the their task given on 26 August 2015 which updating the employee active files and rearrange rearrange the the files according to the arrangement.</p>	
<p>2015 Attend the meeting majlis Bersama Jabatan. I have been assign to prepare the attendance, guidelines and voting paper for the meeting.</p>	
<p>Feedback. I able to learn how to prepare the set up for the meeting.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARK
September 2015	I have been assign to make	
	organization ex chart for	
	Penjawat Awam negeri sarawak	
	(PANS).	
	Feedback	
	I able to know who are the	
	officer in every department in	
	sarawak sarawak government.	
September 2015	I Attended the KIU (Kursus	
	Induksi umum) where is it is the	
	guideline for the new employees.	
	Feedback	
	I able to know what are the	
	guideline and scope of the work.	

EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>I have been assign to collect all of the questionnaire regarding Taklimat SCS Kit bil.2015 and key in the data in the SPSS statistic . . .</p>	
<p>Feedback . I able to apply what I have learn in research methodology and data analysis in completing the task.</p>	
<p>Gevani continue the task on 3 September 2015 in key in the data of the questionnaire regarding taklimat SCS Kit bil. 2015 in the SPSS statistic.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
September 15	<p>Attended the seminar on volunteers as social change agents organize by the Angkatan zaman mansang (AZAM) Sarawak at the Pullman hotel.</p>	
	<p>Feedback I am able to know what are the program involved ^{and} organised by the AZAM Sarawak through Volunteourism interative initiatives.</p>	
September 15	<p>I have been assigned to update the tangga gaji for sets the state govern sarawak civil Service 2015.</p>	
	<p>Feedback i'm able to know what are the salary for the position and grad -</p>	

EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>Member continue on the task given on</p>	
<p>8 September 2015 which is</p>	
<p>updating the <i>barang gaji</i> Pegawai.</p>	
<p>Member I have been assign to checking</p>	
<p>the inventory asset for updating</p>	
<p>the information or data needed</p>	
<p>for easy to identify the who</p>	
<p>are in possession of the asset.</p>	
<p>Member continue on the task given</p>	
<p>on 10 September 2015 which</p>	
<p>is checking the inventory asset</p>	
<p>for updating the information</p>	
<p>or data needed to identify</p>	
<p>who are in possession of the</p>	
<p>asset.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISOR'S REMARKS
September 3	<p>continue on the task given on 10 September 2015 which is checking the inventory asset for updating the information or data needed to identify who are in possession of the asset.</p>	<p>Delon has shown very good responsibility and commitment to all the tasks being assigned to him. He also adapts well ^{and works} with the ^{new} responsibilities though in the ^{short} period together.</p>
September 5	<p>I have been assign to manage the record all of the old record which are more than 25 years and also above for Pertantari Perlantikan Pasukan gerak gempur Pemindahan record yang wujud sebelum Malaysia.</p>	<p>displayed good discipline throughout the training period.</p>
		<p style="text-align: right;">  Baduyah Haji Bujang Penolong Pengarah Unit Pengurusan Sumber Manusia Jabatan Ketua Menteri </p>



UNIVERSITI TEKNOLOGI MARA SARAWAK

PRACTICAL TRAINING

LOG BOOK

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This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

Student' s responsibilities for keeping log book up-to-date

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the details required on the previous page.

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1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your Training Officer for retention on your return to UiTM and this will later be handed to the Faculty for grading.

Recording

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comments on the work being undertaken and your considered opinion as to its value as training.

- 1. Student's name: MOHD DELON BIN HARI
- 2. Date & Place of Birth: 4 SEPTEMBER 1993
- 3. UITM No.: 2013530009
- 4. Program:
- 5. Year: Part:
- 6. Home address: NO 36 LORONG 6C, TAMAN JITA RIA, JALAN MATANG,
93050, KUCHING, SARAWAK
- 7. Address during practical training:
- 8. Place of training:
- 9. Name of Supervisor in-charge:
- 10. Duration of training : From : 20 JULY 2015 to 15 SEPTEMBER 2015

FOR OFFICE USE ONLY

- 11. Remarks: (Dean/Course Tutor)
-
-
-
-
-
-
-
-
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	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015	Report duty to Ketua Penolong Pengarah,	
	Mr Desmond Douglas Jerukan. I have been	
	given a short briefing regarding the	
	organization objective, mission and vision.	
	Feedback	
	- From what I have learned I'm able to	
	Identify the organization objective, mission,	
	and vision which by using the information	
	that I gain I'm able to help the	
	organization to achieve the organization	
	objectives.	
2015	I have been given to read the	
	Sarawak Civil Service Action 10-20 Action	
	Plan (SCS 10-20), Human Resource Transformation	
	and Laporan tahunan 2013 to understand	
	the organization's background, state planning,	
	state achievements and initiatives taken by	
	the state government.	
	Feedback	
	- Through the reading that I have read,	
	the Sarawak Civil Service 10-20 Action Plan	
	is the journey of transformation for the	
	Seven action plan in transforming Sarawak	


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DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Civil Service to be world class which	
	managing culture change, Human Resource	
	Talent, innovation and creativity, financial	
	management transformation, Project and	
	Programme delivery excellence, e-government	
	and managing customer needs.	
July 2015	Attend the Hari Sarawak Merdeka held	
	at Dewan Undangan Negeri Sarawak for	
	celebrate Sarawak Independence Day. I have	
	been told to take video for the	
	function.	
	Feedback	
	To remember the Sarawak independence	
	on 22 July 1963 1963 to 15 September 1963	
	as an independence state. The video was	
	to record all the performance which	
	is it show the history of Sarawak	
	before independence.	


	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
S	I have been ask to do the administration event or Project management	
	for Hari Bersama Setiausaha Kerajaan	
	Negeri .	
	Feedback	
	- I'm able to apply the theory what	
	I have learn in Project management	
	last semester in completing the task	
	given.	
015	continue the task on 23 July 2015 which is completing the administration	
	event for Hari Bersama Setiausaha Kerajaan	
	Negeri .	
	Feedback	
	- Require a lot of time in completing the task .	
S	Set UP the preparation for magh's Ramah Tamah Aidilfitri Jabatan Ketua	
	menteri.	
	set up and design a food stall which it is one of the event activities	
	in the event .	


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DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Feedback	
	a lot of idea sharing in designing	
	the stall which requires a decision	
	and teamwork making to complete the task.	
JULY 2015.	Attended the event which held at	
	Dewan undangan Negeri (Clama) and performing	
	a choir as it is one of the event	
	activities for the event for the participation	
	of organization activities.	
July 2015	I have been give a task to	
	arrange the employee active files	
	according to the arrangement. Employee	
	active file is all of the personal	
	data that must be kept properly.	
	Feedback .	
	- The files are kept in a proper	
	management as it is for the others	
	to identify the file located in order	
	to update the file.	

EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>015 Attended the government employee management system (GEAS) program at Postaka Negeri .</p> <p>The Program was organise by Sarawak Information Systems (SAIS) and USMN .</p>	
<p>Feedback</p> <p>I able to understand the function of the systems and how to solve any problems regarding the systems .</p>	
<p>015 I have been ask to call all the government agencies such tementerikan, Jabatan - Jabatan , Pejabat Daerah and Pega Pejabat Residen to find out who are the Human Resource focal at every department .</p>	
<p>Feedback</p> <p>Improving communication skill when interacting with others .</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
Aug 2015		
August 2015	I have been ask to Prepare at	
	the medical benefits for the State	
	Civil service and State Pensioner,	
	Based on ^{employees} their Qualification	
	Feedback	
	I able to provide the task to	
	the officer on time using the	
	proper time management.	
August 2015	welcoming the students from	
	State University Moratuwa Sri Lanka	
	on their visiting to the Jabatan	
	Ketua menteri. Preparing the souvenir	
	for the students.	
	Feedback	
	Through + also improve communication	
	skills and able to find out	
	what are their thought about	
	the Sarawak Government.	


EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>2015 I have given a task to Prepare the merit for Perlantikan Sebagai Human Resource Champion (HRC) to all district office and Resident office.</p>	
<p>continue on the task given on 5 August 2015 which is to Prepare the merit for Perlantikan Sebagai Human Resource Champion to all District office and Resident office.</p>	
	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
AUGUST 2015	<p>I have been give a task to prepare a memorandum Rasmi for Mesyuarat Persediaan Perhimpunan Perpaduan semua Perlantikan sebagai Human Resource Champion (HRC) to all government agencies such kementerian, Jabatan - Jabatan, Perkhidmatan Perkhidmatan and Perkhidmatan Perkhidmatan. Statutory bodies.</p>	
Feedback	<p>In able to learn how to create a memorandum rasmi which it is useful for future use.</p>	
August 2015	<p>I have been ask to search all Sarawak government agencies Fax number and Fax all of the memorandum rasmi for Perlantikan sebagai Human Resource Champion (HRC) to all of the agen government agencie agencies.</p>	
I also been ask to assisting the officer to to update the Sarawak State Human Resource Unit website		

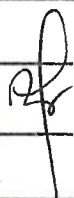
EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
website (SHRU).	
Feedback	
I able to apply what I have learn in the introduction to interactive	
multimedia in completing the task.	
2015	
I have been ask to attend the rehearsal for Hari Bersama Setiausaha Negeri Kelantan Negeri event.	
I also been ask to perform a choir for the event.	
2015	
Attended the event Hari Bersama Setiausaha Kelantan Negeri and performing choir for the event	
as a involvement of the organization activities.	





DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
AUGUST 2015	I have give a task to update	
	the state human resource web	
	unit website to the new version.	
AUGUST 2015	Continue ont on the task given	
	on 13 August 2015 which is	
	to update the state human	
	resource unit website to the	
	new version.	
	Feedback	
	I get to learn new knowledge	
	on computing.	


	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015	Attended the Dewan Undangan Negeri	
	Mesyuarat kedua bagi Ponggal Kelima	
	bagi Persidangan Dewan Undangan	
	Negeri Sarawak Kali ke 17.	
	Feedback	
	I Able to know the current issue	
	that have been debated in the	
	Sitting.	
2015	I have been assign to update	
	the Sarawak website, the State	
	human resource unit website. Updating	
	the data and information needed.	
	Feedback	
	I able to learn new skill that	
	have not in the syllabus.	
		


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August 2015	Continue the task on 18 August 2015 for updating the new information needed for the websites.	
	<p>Feedback</p> <ul style="list-style-type: none"> - Its required a lot of time and knowledge for me in completing the task. 	
August 2015	<p>Attended the meeting regarding the Sarawak Civil Service human resource kit. There are 9 SCS HR kit which SCS HR Panel and human resource champion (HRC) Guidelines, SCS Organizational Development, SCS career Progression Framework, In-service training, SCS leadership competency framework FAQ, SCS Training Guide, SCS Government Employees management (GEMS), HR Facilities and managing culture change.</p>	

EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
<p>2015 I have been assign to check the asset inventory asset in the department for updating the information. The information is needed for the location of the asset and under identify the officer who are using the asset.</p>	
<p># 2015 continue that the task on 21 august 2015 in checking the inventory asset in the department.</p>	
<p>Feedback</p>	
<p>I able to identify the data for updating the information.</p>	


DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
August 2015	I have been assigned to update	
	the State Human Resource Unit	
	website for the new news in	
	the organization. The news are	
	for the user that accessing	
	the website.	
	Feedback	
	I able to share the information	
	for any user that surfing the	
	State Human Resource Unit websites.	
August 2015	I have been ask to update	
	the employee active file. The new	
	record or data need to be	
	kept in the employee active	
	file for the employees.	
	Feedback	
	I managed to updating updating	
	the file to keep the file updated	
	newly records in the file.	

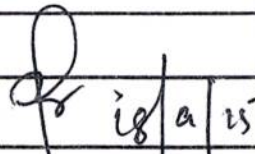
	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2015	Continue the the task given on	
	26 August 2015 which updating the	
	employee active files and rearrange	
	rearrange the the files according	
	to the arrangement.	
2015	Attend the meeting majlis Bersama	
	Jabatan . I have been assign to .	
	Prepare the attendance , guidelines	
	and voting paper for the	
	meeting .	
	Feedback .	
	I able to learn how to prepare	
	the set up for the meeting .	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
September 2015	I have been assign to make organization ea chart for Penjawat Awam Negeri sarawak (PANNS).	
	Feedback	
	I able to know who are the officer in every department in sarawak sarawak government.	
September 2015	I Attended the KIU (Kursus Induksi umum) where is it is the guideline for the new employees.	
	Feedback	
	I able to know what are the guideline and scope of the work.	
		

	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
ber	I have been assign to collect all	
	of the questionnaire regarding Taklimat	
	SCS Kit bil.2015 and key in the data	
	in the SPSS statistic . . .	
	Feedback .	
	I able to apply what I have learn	
	in research methodology and data	
	analysis in completing the task.	
ber	Conti. continue the task on 3 September	
	2015 in key in the data of	
	the questionnaire regarding taklimat	
	SCS Kit bil.2015 in the SPSS statistic.	

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September	Attended the seminar on	
15	Volunteers as social change	
	agents organize by the	
	Angkatan zaman mansang (AZAM)	
	Sarawak at the Pullman hotel.	
	Feedback	
	I able to know what are the	
	Program involved ^{and} organised by the	
	AZAM Sarawak through Volundourism	
	initiatives .	
September	I have been assigned to update	
15	the tangga gaji for S&S SA	
	the state govern sarawak civil	
	Service 2015 .	
	Feedback	
	i'm able to know what are the	
	Salary for the position and grad -	

	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
ember	continue on the task given on	
	8 september 2015 which is	
	updating the barang gaji Pekerja.	
ember	I have been assign to checking	
	the inventory asset for updating	
	the information or data needed	
	for easy to identify the who	
	are in possession of the asset.	
ember	continue on the task given	
	on 10 september 2015 which	
	is checking the inventory asset	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
September 3	<p>continue on the task given on 10 September 2015 which is checking the inventory asset for updating the information or data needed to identify who are in possession of the asset.</p>	<p>Dehon has shown very good responsibility and commitment to all the tasks being assigned to him. He also adapts ^{and works} well with the success ^{short} period ^{together}.</p> <p>Proprietary good discipline throughout the training period.</p>
September 5	<p>I have been assign to manage the record all of the old record which are more than 25 years and also above for Pertahanan Perlantikan Pasukan gerak gempur Pemindahan record yang wujud sebelum Malaysia.</p>	<p>through in the ^{short} ^{period} together.</p> <p>Proprietary good discipline throughout the training period.</p>
		<p> Baduyah Haji Bujang Penolong Pengarah Unit Pengurusan Sumber Manu Jabatan Ketua Menteri</p>