



اَلْمَدِينَةُ الْمَعْلُومَةُ
UNIVERSITI
TEKNOLOGI
MARA

UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

TUNKU TUN AMINAH LIBRARY (PTTA)
UNIVERSITI TUN HUSSIEN ONN MALAYSIA (UTHM)
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ABSTRACT

Industrial training is an important phase of student life. A well-planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. The aim and motivation of industrial training is to receive discipline skill, teamwork and knowledge through a proper training environment which will help me in the field of information management. This report made to fulfill a requirement of industrial training subject IMC690 final year students Faculty of Information Management in Bachelor of Science Information (Hons.) Library Management. This purpose of this report is to explain in detail about tasks and lesson learnt along the five (5) months industrial training at Tunku Tun Aminah Library (PTTA). Starts from briefing about background and organizational structure in Chapter 1, it will give thorough imagination to readers on organization information in the next chapter. Besides that, tasks and responsibilities given during the practical training will be highlighted on training activities and special project handled by the trainee. Last but not least, last chapter will be discuss about industrial training reflection especially on trainee's application of knowledge, personal thoughts, lesson learnt during industrial training. Other than that, limitation of organization will be identified and some recommendation will be suggest improving management and core business of the organization.

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