



UNIVERSITI TEKNOLOGI MARA  
FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI

PRACTICAL REPORT  
ADS 666

TITLE: THE EFFECTIVENESS OF PROGRAM  
PERKAMPUNGAN PELAJAR TAJAAN YAYASAN SARAWAK

SYARIFAH KHAIRUNNISA FIRDAUSYIAH BT SYED YUSUF  
2009762059

NAME OF SUPERVISOR:  
MADAM ARENAWATI SEHAT BT OMAR

SEPTEMBER 2011 - JANUARI 2012

## Table of Contents

Clearance

The Declaration

Acknowledgement

Chapter 1:	Introduction	1
Chapter 2:	Schedule of Practical Training	10
	2.0: Summary	
	2.1: Log Book	
Chapter 3:	Analysis	24
	3.0: How to measure the effectiveness of Program Perkampungan Pelajar Tajaan Yayasan Sarawak (PPYS)	
	3.1: Introduction to Perkampungan Pelajar Yayasan Sarawak (PPYS)	
	3.1.1: Program Implementation	
	3.2: Area of task covered during practical training	
	3.3: Personal experiences during practical training	
	3.4: Analysis on Program Perkampungan Pelajar Tajaan Yayasan Sarawak	
	3.5: Feedback on activities	
	3.5.1: List of activities	
	3.6: SWOT Analysis	
	3.6.1: Strength	
	3.6.2: Weaknesses	
	3.6.3: Opportunities	
	3.6.4: Threat	

Chapter 4:	Recommendation	38
4.0:	Introduction	
4.1:	Establish organized and systematic schedule for activities conducted for PPYS	
4.2:	Establish an effective communication	
4.3:	Training and education for the committee members	
4.4:	Conduct a pilot project during the program implementation	
4.5:	Include more interesting and academic-oriented activities based on approaches	

Chapter 5:	Conclusion	42
5.1:	Conclusion Chapter 1	
5.2:	Conclusion Chapter 2	
5.3:	Conclusion Chapter 3	
5.4:	Conclusion Chapter 4	
5.5:	Conclusion Chapter 5	

List of Figure:

Figure 1.0	7
Figure 2.0	8
Figure 3.0	10
Figure 4.0	34

Appendixes

References

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY  
THE SUPERVISOR**

Name of supervisor: Madam Arenawati Sehat Omar

Title of report: Practical Training Report of The Effectiveness of 'Program  
Perkampungan Pelajar Tajaan Yayasan Sarawak'

Name of student: Syarifah Khairunnisa Firdausyiah Bt Syed Yusuf

I have reviewed the final and complete practical report and approve the submission of this report  
for evaluation.

-----  
(Madam Arenawati Sehat Omar)

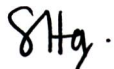
Date :

## THE DECLARATION

### Declaration

I hereby declare that the work contained in this report is original and my own except those duly identified and recognized. If I am later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed



.....  
SYARIFAH KHAIRUNNISA FIRDAUSYIAH BT SYED YUSUF

2009 762 059

## ACKNOWLEDGEMENT

The special thank goes to my helpful supervisor, Madam Arenawati Sehat Bt Omar. The supervision and support that she gave truly help the progression and smoothness of the internship program. The co-operation is much indeed appreciated.

My grateful thanks also go to Mr Mohd Shahrul Bin Kamaruddin. A big contribution and hard worked from you during the internship period was highly appreciated. And not to forget few other colleagues that make me realized the existence of the value in working together as a team and as a new experience in working environment, which challenges us every minute. Not forget, great appreciation in go to the rest of Yayasan Sarawak's staff that help me from time to time during organizing Program Perkampungan Pelajar Tajaan Yayasan Sarawak. The whole program really brought us together to appreciate the true value of friendship and respect of each other.

Last but not least I would like to thank my friends especially those who work together as interns at Yayasan Sarawak – Shahniza Ismail, Norfaizah Bt Lilek and Mohd Hazwan Basrol for the wise idea throughout the project.

Syarifah Khairunnisa Firdausyiah Bt Syed Yusuf  
Bachelor of Administrative Science (Honours)  
Faculty of Administrative Science and Policy Studies  
Universiti Teknologi MARA, Samarahan

## CHAPTER 1

### INTRODUCTION

#### 1.0 Introduction

The Sarawak Foundation (Yayasan Sarawak) was established under the Sarawak Foundation Ordinance as a Statutory Body on 27 May 1971.

Among the objectives as in the Ordinance are:

1. To grant scholarships or to provide financial assistance of any form to any person born in Sarawak, in particular, and to any Malaysian citizen, in general, to pursue their education in schools, colleges, universities or institutions of higher learning within Malaysia or abroad on such terms and conditions as the Board deems fit or proper;
2. Actively to promote improvement of opportunities for education for the peoples of Sarawak in particular and Malaysia in general, both locally and in any institution of higher learning throughout the world, but especially the Universities in Malaysia;
3. To grant, and arrange for the award by other bodies of, scholarships or other educational assistance for the peoples of Sarawak or any Malaysian citizen whenever it deems fit to do so;
4. To give assistance and provide relief, to any person whose circumstances are, in the opinion of the Board, considered to be deserving of such assistance or relief;
5. To provide assistance, by way of loans, grants or otherwise, to organizations or institutions which are organized and governed for scientific, medical, educational, welfare, social or charitable purposes;

## **I. VISION AND MISSION**

### VISION

Yayasan Sarawak aim to be the best organization in providing services in the development of quality human capital towards a developed nation.

### MISSION

Yayasan Sarawak is committed to be dynamic, progressive and innovative organization in providing services in the development of quality human capital towards achieving a developed nation.

In doing so, Yayasan Sarawak pledge to meet the stakeholders' expectations through excellent service quality, prudent and sustainable management of resources with emphasis on integrity.

## **II. CLIENT CHARTER**

In line with Yayasan Sarawak objectives and the responsibilities entrusted, we pledge to our clients that we will:

- i. Expedite efficiently process all application for our educational assistance schemes so that they may proceed with their studies unhampered by financial worry.
- ii. Instill awareness of their joint role and responsibilities in promoting better education for all, and that education is an essential investment for the future.



- iii. Provide update and detailed educational information to assist them in making the right choices with regard to their educational plans.
- iv. Help the state government to create and expand activities, which contribute to the progress of education in the state of Sarawak.
- v. Assist the state government and relevant authorities in easing the burden faced by those affected by natural disaster and calamities.

To carry out the pledge made, we aspire to provide the best by practicing an efficient work culture, trustworthiness, friendliness, tolerance and dedication, hence, we ensure that:

#### **EDUCATION**

- i. All application for Education Assistance Schemes (Education Loan, Full Loan, Matriculation Loan, Revolving Fund, Air Travel, Local Scholarships, Examination Fees Loan and Student Exchange Programme Scholarship) will be processed immediately and a feedback on progress made within two weeks from approval of the application.
- ii. Payment for Local Scholarships shall be made the schools within two weeks upon receiving the complete students' performance report.
- iii. Payment for Education Loans shall be made within two weeks upon receiving the complete students' results;



- iv. Issue of receipt for payment of Education Loan shall be made within three days if received by post and immediately for counter payment. Educational Loan Repayment Statement shall be issued within three days upon request.

#### **HUMAN RESOURCE, FINANCE AND SYSTEM**

- i. To provide a user-friendly environment with good facilities and customer service;
- ii. To deal with all complaints immediately and to response within two weeks;
- iii. To improve Service Quality from time to time;

#### **INVESTMENT AND PROPERTY UNIT**

- i. To issue receipts pertaining to investment and property management within three days for payment made by post and immediately for counter payment.

### III. LOGO AND COLOURS






**Yayasan Sarawak**




**Figure 1.0 – Yayasan Sarawak’s Logo**

Yayasan Sarawak logo integrates the image of a dynamic, progressive and innovative organization. The logo reflects Yayasan Sarawak role in the field of education, providing services in the development of quality human capital.

The design is given momentum with the use of integrated geometric form, representing the vision, mission and aspiration of the organization towards achieving a developed nation.

COLOURS	
<b>YELLOW</b> 	Flame, representing the ever burning desire to promote the growth of knowledge.
<b>GREEN</b> 	Prosperity and progress of the State of Sarawak.
<b>BLUE</b> 	The clear vision and aspiration of Yayasan Sarawak.

**Figure 2.0 – Colors in Yayasan Sarawak Logo**

MOTIVES	
	<b>GRADUATE</b> Yayasan Sarawak role in the field of education, providing services in the development of quality human capital.
	<b>OPEN BOOK</b> The volumes of knowledge as the foundation in the effort of human capital development.
	<b>Y and S ALPHABET</b> Acronym of Yayasan Sarawak.

**Figure 3.0 – Motives in Yayasan Sarawak Logo**

**IV. ORGANIZATION STRUCTURE**

Yayasan Sarawak service structure can be divided into two which are the Core Services and Support Services.

The Core Services is the main service that is provided by Yayasan Sarawak which is responsible to develop the education of the human capital. On the other hand, the Support Service is responsible for Investment, Operations and also Compliance and Control. Listed in the table below are the branches associated with the core and support services in Yayasan Sarawak.

<b>CORE SERVICE</b>	<b>SUPPORT SERVICE</b>
<p><i>Education Development</i></p> <ul style="list-style-type: none"> <li>• Lower Education</li> <li>• Higher Education</li> <li>• Community Education</li> <li>• Skills and Technical Education</li> <li>• Secretariat to Tunku Abdul Rahman Sarawak Scholarship Foundation</li> <li>• Secretariat to Sarawak Higher Education Fund (HiED)</li> <li>• Secretariat to Bakun Trust Fund</li> </ul>	<p><i>Investment</i></p> <ul style="list-style-type: none"> <li>• General Investment</li> <li>• Corporate Investment</li> <li>• Building Management</li> <li>• Plantation Management</li> </ul>
	<p><i>Operations</i></p> <ul style="list-style-type: none"> <li>• Finance and Systems</li> <li>• Human Resource Management and Administration</li> <li>• Corporate Affairs, Training and Quality</li> <li>• Legal and Repayment</li> </ul>
	<p><i>Compliance and Control</i></p> <ul style="list-style-type: none"> <li>• Internal Audit</li> </ul>

**Figure 4.0 - Yayasan Sarawak service structure**

## CHAPTER TWO

### SCHEDULE OF PRACTICAL TRAINING

#### 2.0 Summary

In this chapter, the report and summary of the daily task that had been conducted within the practical period will be presented. It includes the description of jobs and tasks executed throughout the training period.

I was attached at the Lower Education section during the practical training and being supervised by the assistant director of the section, Encik Mohd Shahrul Kamaruddin. During the earlier briefing session, he has mentioned a few important task that being conducted in this particular section which are;

1. Skim Biasiswa Tempatan Yayasan Sarawak
2. Skim Biasiswa Program Pertukaran Pelajar
3. Skim Hadiah Cemerlang
4. Skim Bantuan Pakaian Seragam
5. Program Perkampungan Pelajar

## 2.1 Log Book Report

*Period: Week 1 (18.05.2011-20.05.2011)*

On the first day of the practical training, I was attending a short briefing with a few of other practical training from other institution regarding the organization, rules and regulation and also other related matter. The session was conducted by Puan Hajjah Bt Morshidi, assistant director of Human Resource Department. I was assigned under the supervision of Encik Mohd Shahrul Bin Kamaruddin, assistant director of Lower Education section. Before starting my first task for the particular day, I was given a short briefing regarding the section and being introduced to other staffs under the section.

During the briefing session, I was also being informed about the upcoming events handle by the section. A few tasks were given to me and need to be completed according to the time frame and schedule.

The day after and during the particular week, I managed to amend and prepare relevant activities to be included in the latest program that was 'Program Perkampungan Pelajar Yayasan Sarawak (PPYS). I was also ordered to draft the tentative and allocate budget needed for Program Perkampungan Yayasan Terengganu (PPYT).

Apart from that, information's are needed to complete the task and with the aid of the staff and internet, I managed to gather relevant data and information in a short period of time.

**Lesson Learned:**

Throughout in this particular week, I managed to create new relationship with other staff and they are also helpful in guiding me to complete the task. Besides, I also exposed to the new culture of the organization and utilize all the learning process that I have possessed in the classroom. However, there is also a need for us to be trained using the office equipment such as Photostatting machine and fax machine before being send to the practical organization. It will soon benefit us and allowed us to be independent in carrying out the task given without having to bother other staff.

*Period: Week 2 (23.05.2011 – 27.05.2011)*

Basically during this week, it was the most critical week during my practical training period. This was due to the programs that were conducted starting on the 27<sup>th</sup> of May 2011. I was quite busy preparing the tentative of the program and also follow up the feedback from all of the organizations that were involved in this program.

The first day of the week, I need to get the feedback from all of the organization and prepared a formal letter to acknowledge them about the activities that will take place at their organization. I need to liaise with a different person, at the different agencies and a proper way of communication is needed to do so. Besides, I also learned to prepared different tasks in a short period of time in order to make sure that everything is on the right track before the program begins.

A brainstorming session was conducted a few times during this week in order to discuss about the preparation that was needed and to make sure that the tentative of the program is in the right



order. During this session, I was also given an opportunity to expressed my own ideas and create an alternatives in order to back up some of the activities that might not be able to be carry out.

Apart from that, the final budget and tentative for PPYT were also presented to the head of the section during this week. Before the submission is being made, again the brainstorming session between me and the other staff involved took place. It was a bit tough for me due to my lack of experience. However, I managed to came out with a different ideas and alternatives to create both of the budget and tentative for the program in a short period of time throughout systematic search engines and also the aid from the staff.

I was also given the chance to present the tentative and also the budget allocated for both program to all of the staff involved and to the head of section as well two days before the program begins.

On the 26<sup>th</sup> of May 2011, I was attending my first 'Morning Prayer' session with all he workers in Yayasan Sarawak, including their subsidiary company that is 'Sanjung Etika Sdn Bhd'. I was been told by the other staff that the 'Morning Prayer' session is a monthly event for the organization. During this event, a lot of activities being carried out and the most important thing was, it do have their own themes for every months. Among the activities are;

1. Choir by the Yayasan Sarawak Choir Group.
2. Short speech by the Director of Yayasan Sarawak
3. News update presented by Public Relation Department
4. Ice breaking session by the new staffs and practical students

5. Happy hour session conducted by Encik Mohd Shahrul Bin Kamaruddin
6. Birthday and Anniversary celebration for all of the staffs in this particular month.
7. Refreshments.

Malam Jubli Delima Yayasan Sarawak was held on the 27<sup>th</sup> of May 2011 at Sarawak Chamber, Riverside Majestic Hotel, and was the first activities included in the Program Perkampungan Pelajar Yayasan Sarawak (PPYS). Attended by all of the staffs of Yayasan Sarawak and also Board of Director of Yayasan Sarawak and also honored guest as well.

**Lesson Learned:**

Even though this particular week was among the busiest week during my practical training, somehow I learned so many things and the best part was, I was able to train myself to do multitasking and also complete the task given in the exact schedule. Overall, I improved a lot especially in terms of my interpersonal skill and also communication as well. I deal with a lot of people regardless inside of the organization but also to the external organization. I experienced a lot of feedback and respond from various agencies and at the same time, it allowed me to learn new things that might not be included in the formal class. Besides, by engaging brainstorming activities during my practical period enhanced my ability to critical thinking and getting new ideas as well.

*Period: Weekend (28.05.2011 – 29.05.2011)*

I was appointed as a facilitator for this programme together with my partner, Encik Ayudi Farhan. Both of us will be responsible to monitor all of the participants of the PPYS. Together with a few other officers from the section, all of us will be responsible to make sure that the objective of the program will be able to achieve.

On Saturday, lead by Encik Shahrul, as the head of the section who are responsible to organize such program, ice breaking session was held at Asrama Yayasan Sarawak. All of the participants were given a short brief on some of the activities that will be conducted throughout this weekend and at the same time, those participants were being introduced to their respective facilitator and other supportive officer that can be their referral during the program.

Over the weekend, participants were brought to the Sarawak Cultural Village in conjunction with Miss World Harvest Festival 2011.

**Lesson Learned:**

Even though I have to working during weekend, I feel more likely enjoying myself conducting the programme. Besides, getting to know about the students and share their experiences together in the ice breaking session eventually increase my interpersonal skills and leadership skills as well.

*Period: Week 3 (30.05-05.06.2011)*

PPYS officially started today as a few activities will be conducted for the participants. However, I still have to follow up a few activities that have not been approved and need to re-confirm.

A few activities such as an educational visit to Pustaka Negeri Sarawak was among the activities that had been line up for the students to be exposed to the latest technology that is useful in order to assist them to make learning as fun as possible. They were being exposed to various ways of engaging into world of information's in a systematic way by the officers in charge.

Apart from that, the participants were given a motivational talk that exposed the participants regarding campus life. In addition, the participants also requested an academic tuition basically for both math and science subject.

During Gawai celebration, we were invited by Encik Samsuddin's open house at Kampung Suba Buan, Bau. Students were able experienced the celebration of Gawai Dayak in a rural area regardless of their different races and religion. Hence, this will also increase their knowledge on different ethnicity in Sarawak as well.

Due to the public holiday, the activities lines up for the participants were mainly a free and easy. They were invited to Puan Noranne's house for a baking class. Participants experienced making their own cupcakes with various design and flavor. Most of them made wonderful outcomes and share it among themselves. This was among the favourite activity line up for them. Later in the evening, they were brought to MBO Cinema for a movie entitled 'Karak'. During nighttime, they were allowed to do their own activity under supervision of the facilitator.

Besides, all of the participants were brought to the Planetarium Sultan Iskandar for a half an hour show regarding the universe and planets. In order to strengthen up the communication between both parties, the participants, facilitators and other staff were given the chance to enjoying themselves during the bowling tournament at Crystal Bowling, BDC.

Students also being exposed to the Sarawak ethnic and traditional dances during ‘Bengkel Sayang Sarawak’ in order to prepare themselves for performances during their visit to the Old Folks Home (Rumah Seri Kenangan) at 12<sup>th</sup> Mile later.

On Sunday, the participants were brought to Serikin, one of the famous places for Sarawakian to shop various kind of things such as clothes, foods, and lots more. We spent almost 4hours before going back to the hostel. Later in the evening, in conjunction with TV3 Karnival Jom Heboh, the participants were allowed to spend a few hours joining the crowd and to entertain them with the various show lined up.

**Lesson Learned:**

I am now able to expand my multitasking skills as I was engaged with a few tasks at the same time that eventually needed me to complete those particular tasks within a short period. Besides, I was able to enhance my leadership skills as I practiced using a few skills that I have encountered inside the classroom to be practiced during this particular program. Besides that, experienced that I gained throughout handling the students in different ages and attitudes had led me to be more wiser in term of communication skills and practicing different ways in getting as



much closer as I could so that the students will be able to feel that they are very much appreciated and able to give full cooperation to me.

*Week 4 (06.06.2011 – 12.06.2011)*

Finally, this particular week was the final week for PPYS and it ended with a dinner closing ceremony attended by a few executive officers and it was held at Bimmer's Steamboat. A few activities were conducted during the ceremony such as a thank you gift session and group photo session. During the session, all of the participants were given a piece of cupcakes and souvenir as a token of appreciation by the committee members of PPYS.

However, during the final week of the program, a lot of academic based session was held in order to utilize wisely the remainder days before the program ends.

The participants were brought to Muzium Tun Abdul Razak for attending Malaysian History Exhibition and other nearest museum surrounding as well as to expose the culture of Sarawak to the participants who were new to the program. Furthermore, to exposed the participants with the culture and experience studying in the local high institutions, participants were brought to Unimas for a 3 hour session that enable participants to raise their knowledge and giving them a worth experience.

Apart from that, two community services session was held during this week. Participants were given the opportunities to experience themselves the daily routine life in old folks home that is known as Rumah Seri Kenangan at 12<sup>th</sup> mile. Participants were given opportunities to converse with them and listen to their stories as well. They also being cheer up with a few performances by the participants and they sportingly dance along and sing together with the participants.

Before ending the visit, the old folks received gifts and present by the committee members of PPYS.

The other community service organized during PPYS was a visit to Kuching Autistic Association. Participants spent almost 4 hours with the kids with autism and gained knowledge and awareness regarding autism by the staffs in charge. Participants were allowed to explore the centre and observed themselves the daily routines of the autistic kids. As a token of appreciation, small souvenirs were given to those less fortunate children before ending the visit.

Before wrapping up the entire program, another session of motivational program was conducted by two facilitators that have been invited to handle the session. A lot of activities and academic oriented session was conducted within the short period.

**Lesson learned:**

A few activities lined up during the final week of the PPYS program was quite impressive and created a lot of positive responses from all of the participants. I was able to improve my communication skills through out every week as I was dealing with a lot of other organizations and outsiders too. I also believe that a systematic and a proper schedule lined up will eventually help to make the arrangement that had been made before the program being implemented will be able to manage efficiently. Apart from that, cooperation among the staff in charge is also important. To avoid miscommunication, therefore there is a need for the leader to make a clear order and make sure that the particular task being carried out efficiently. I also being exposed to the culture of the organization where as the dos and the don'ts that I need to take account.



I was honored when I was given the opportunities to handle a few activities and I am able to complete the task ordered accordingly. In fact, I learned a lot of new experiences that might be useful in the future. Besides, I am able to control my emotions and stress due to workload during the practical training. I have to complete both administration and clerical works in a short period and I found it hard at the first place but I am able to make it according to the date line with the aid of other staff. Hence, I believe that a strong relationship between the staff and the practical student is one of the major reasons for both parties to work together as a team regardless of their different background and level of management.



## CHAPTER THREE

### ANALYSIS

#### **3.0 How to measure the effectiveness of Program Perkampungan Pelajar Tajaan Yayasan Sarawak ?**

Measuring the effectiveness of the program is important thereof due to several reasons such as; to show an outcome that demonstrates that the program met or exceeded the objectives stated and it might also help to determine whether the program needs to be adjusted or changed according to the preferred situation or conditions which ever necessary. However, the measurement should be made by relating to the objectives that had been established for the particular program.

Hence, effectiveness can be defined as the extent to which an activity or program fulfils its intended purposes or functions. According to Fraser (1994,p.104), effectiveness can be defined as a measure of the match between stated goals and their achievement. It is always possible to achieve 'easy', low-standard goals. In other words, quality in higher education cannot only ne a question of achievements 'outputs' but must also involve judgements about the goals, which is part of the inputs. However, Erlendsson (2002) defined effectiveness as the extent to which objectives are met or 'doing the right things'.



### **3.1 Introduction to Program Perkampungan Pelajar Tajaan Yayasan Sarawak (PPYS)**

Program Perkampungan Pelajar is one of the annual programs being held every year in order to strengthen the relationship between the students sponsored by Yayasan Sarawak regardless of their age and gender. It was organized and handled by Lower Education Section in order to improve the available potential and skills for both academic and curriculum as well.

The main objectives of the current program for this year are to develop the potential available among the group of students that has been sponsored by Yayasan Sarawak. Hence, there are three current approaches being used for this particular program that includes three session of semester break. Those three sessions has different approaches and each of them has their own objectives such as followed;

- I. Session 1: To develop the potential of the students
- II. Session 2: Building the character within the students
- III. Session 3: Preparation for examination

Based on those different approaches stated above, the program will hence able to achieve its objectives throughout different activities that have been lineup accordingly.

### **3.1.1 Implementation of the program**

Program Perkampungan Pelajar Tajaan Yayasan Sarawak was conducted from May 25<sup>th</sup> until June 12<sup>th</sup> 2011. It was the second sessions for the year and it emphasized on the module in which helps to build the character of each of the participants of the program. The second sessions also conducted in conjunction with the semester break. Throughout this module, the activities line up for the students are meant for creating more balance in both academic and attitudes as well. Among the approaches used for the recent PPYS program were;

- i. Student`s contribution
- ii. Team building
- iii. Integration program
- iv. Community service
- v. Art and culture
- vi. Character building

### **3.2 Area of task covered during practical training**

During the period of the practical training at Yayasan Sarawak, I had covered some of the area such as Administration, Meetings, Outdoor Task and also Public Relation.

Administration work includes the clerical work such as managing the file and documents as well.

As I was asked by my supervisor to compile the documents of the students involved in the program, I managed to expand my knowledge throughout the system that being used by the



organization to compile the documents and other related information's systematically. Besides, I was also given the opportunity to expose myself with the clerical work usually done by the staff in the section. With the aid from my colleague, I am able to use a few of the office equipments such as photocopy machine, fax machine and shredder as well. I admit that without those experiences that I have gained through the practical training, I may not be able to use those machines. Apart from that, I was taught how to prepare a formal letter for both internal and external use.

As for Financial, I was given the opportunity to create a budget for a program in Terengganu. Within a short period and insufficient information as well, with the aid from the other staff, I managed to complete the budget requested within the time given. I also undergo a few other jobs including recording the financial expenses during the program occurred and prepare the financial reports as well. However, through all the theories that I have learned in the classroom, I hence able to carried out my task effectively.

Throughout the meetings that had been conducted for several times during the practical training, I do experienced new things as I was appointed by my supervisor to prepare the minutes of meetings. I also was given the chance to conduct a meeting with the staff in the section regarding the schedule of the program and other relevant matters in preparing ourselves for PPYS.

Finally, in the field of Outdoor Task and Public Relation, some of the job specification such as organizing the program and visit to the project site has been conducted during the PPYS program. As for Public relation, I had experienced the activities that include protocol and public



needs as well. Hence, there is a need to equip myself with the protocol agenda and do's and don'ts as well as it may be useful in the future. Due to a lot of events held by the organization that may includes VIP's and other top management level of the organization, a systematic protocol management should be able to carried out so that the event organized will meet its objectives and goals.

### **3.3 Personal experiences during practical training**

A month or less being attached at the Lower Education Section had expanded my experiences and hence improved my interpersonal skills as well as communication. I was given opportunities and trust to handle a few activities by my supervisor so that I will able to enhance my motivation and other relevant skills as well. Practically, those task being carried out during the practical training was not the exact task that I was expected to do. But I rather took it as one of my challenges as I might face it near the future soon. In addition, it might also helps me a lot when I already in the workforce.

Challenges such as due date is the common aspect that need to be face in the workplace. Hence I was able to complete the task ordered according to the dateline even though there were still a lot of other tasks waiting to be completed. However, by applying multi tasking in my everyday life made me able to complete all the tasks.

Besides, experiencing a lot of workload in the clerical works made me realized that delaying works may creates a lot of trouble and causing inefficiencies as well. Due to the shortage of staff



in the section, the clerical works need to be done accordingly in the given time. However, a strong team building among the staffs lead to an efficient working environment and all of the task able to be conducted systematically without having to face any troubles and a strong communication that exist creates the value of understanding among them as well.

I was lucky that I am able to participate as the facilitator for the PPYS and being part of the committee as well. I learned new things almost every day in order to expand my experiences for future needs.

### **3.5 Analysis on Program Perkampungan Pelajar Tajaan Yayasan Sarawak**

Program Perkampungan Pelajar Yayasan Sarawak was held on May 27<sup>th</sup> 2011 until June 12<sup>th</sup> 2011 in conjunction with the second semester break. It was held at Yayasan Sarawak and all over the Kuching city. It was organized by the Lower Education Section as one of the way for those exchange students, (as well as sponsored students of Yayasan Sarawak) to fill up their semester break with a lot beneficial and interesting activity lined up by the committee member.

The theme for the current program is ‘ **Menjana Potensi Minda Kelas Pertama** ’ as in line with the objective of the program which is to build the character of each of the participants. In order to generate the potential character among them, the closer approaches such as community services, team building and integration program and such will help the participants to achieve the program objectives and at the same time it will enable the participants to build their own identity and potential through the activities lined up for them.

There were 16 exchange students from Sabah had joined the program recently. Most of them are among the excellent students from most of the boarding school in Kuching, Labuan and Miri such as Sekolah Menengah Sains Kuching (SMS Kuching), Sekolah Menengah Sains Labuan, Kolej TDTH Bujang, Sekolah Agama Miri and Sekolah Agama Matang. In order to make sure the safety of the participants, there were given an accommodation of staying at Yayasan Sarawak's hostel. Being monitored by two facilitators in charged their safety were the priority of the organizer.

A lot of activities have been line up during the execution of the program. In order to make it in line with the themes and objectives of the program, a few slots of motivation and talks on both academics and character building took place in the schedule. However, in order to prevent stress and hectic to all of the participants during the execution of the program, there were a few free and easy activities such as watching movie, outing, baking class and lots more. (Please refer to the appendixes 1.0 for program schedule)

Overall, throughout the program, a couple of motivational talks and academic activities had been held in accordance with the concept and theme which is character building the students had given positive responds and were satisfied with the each activity during the program. The students also participated and contributed their ideas of what can be done to improve the program in the future. Hence, referring to the feedback form, it reflects that the objectives of the program were achieved as the character building approaches managed to took place as most of the participants were able to show off their potential talents in most of the activities lined up for



them. Furthermore, participants responded by joining the activities actively and giving their full cooperation as needed. Even though some weaknesses had been spotted during the program, but the respond and feedback given by the participants clearly showed that the committee members of PPYS had made the objectives for the current PPYS to achieve their target and goals.

### **3.6 Feedback on activities**

Participants able to voice out their feedback, comments and suggestion throughout each of the activities lined up for them through evaluation form right after every slot. Their feedback and comments were essential as it will be one of the ways for the organizer to improve in the future. Constructive comments may help to increase the effectiveness of the program and to highlight the areas that need to be improve and being polished. However, participants responded positively with a rationale feedback and comments upon every activity. For evaluation purposes, we are using the Likert Scale of 5 points.

#### **3.5.1 List of activities**

Please refer to tentative attached at appendixes

### **3.6 SWOT Analysis**

SWOT analysis can be understood as the examination of an organization's internal strengths and weaknesses, and its environments opportunities, and threats. It is a general tool designed to be used in the preliminary stages of decision-making and as a precursor to strategic planning in various kinds of applications (Johnson et al., 1989; Bartol et al., 1991). An understanding of all



external factors, (threats and opportunities) together with an internal examination of strengths and weaknesses assists in forming a vision of the future.

SWOTs can allow companies to take a lazy course and look for 'fit' rather than to 'stretch'; they look for strengths that match opportunities yet ignore the opportunities they do not feel they can use to their advantage. A more active approach would be to involve identifying the most attractive opportunities and then plan to stretch the company to meet these opportunities. This would make strategy a challenge to the organization rather than a fit between its existing strengths and the opportunities it chooses to develop (Glass, 1991).

**Strengths** are considered mostly internal. For example, in order to view the strength of the program, the previous experience is needed so that the implementation of the program will be more organize and efficient as well. It also may help to facilitate reaching the program goals and objectives.

**Weaknesses** are also generally considered internal and are the factors you will need to address to run a successful program. For a start-up program, an example might be a lack of experience in the selected program. Lack qualified facilities, or perhaps your program will not be able to perform according to the plan. Weaknesses also identify as barriers to reaching your program goals.

**Opportunities** are considered mostly external. What opportunities are available for your program and it may facilitate reaching program goals. Opportunities are not just the positive

aspect of the environment in which it operates but can also be the chance to address program gaps and initiate new activities.

**Threats** are also considered as mostly external and barriers or potential barriers to reach program goals. Threats from outside the program will directly affecting it, but a very little control over the threats may exist.

Listed below are among the SWOT analysis of the program.

INTERNAL	<p><b>POSITIVE</b></p> <p><b>Strength</b></p> <ul style="list-style-type: none"> <li>a. Sufficient funding</li> <li>b. Effective approaches</li> <li>c. Strategic location for executing the program</li> </ul>	<p><b>NEGATIVE</b></p> <p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>a. Arrangement of activities</li> <li>b. Time constraints</li> <li>c. Inadequate and insufficient facilitators</li> </ul>
	<p><b>EXTERNAL</b></p> <p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>a. Objectives achievement</li> <li>b. Boost up self confidence</li> <li>c. Create character building</li> </ul>	<p><b>Threat</b></p> <ul style="list-style-type: none"> <li>a. Participants feedback</li> </ul>

**Figure 5.0 – SWOT Analysis for PPYS**

### 3.6.1 Strength

#### a. Sufficient funding

Budget allocated to implement PPYS was sufficient and being utilized effectively according to the schedule and plans. Funding that had been provided able to cover up all of the activities that had been line up for the participants without any shortage or insufficient funds. Therefore, it is important to make sure that the budget allocated for a particular program is sufficient in order to enable the program to run smoothly and the intended objectives of the program being achieve successfully.

#### b. Effective approaches

In order to make sure that the program being implemented effectively, necessary approaches are needed to guide the program so that it will be able to run smoothly and avoid any overlapping plans that might contribute to workload and wastages as well. Provide systematic and organize the program well in achieving intended results will enable the program to reduce time consumed and turning into cost effective.

#### c. Strategic location in executing the program

Facilities provided by Yayasan Sarawak during the implementation of the program made it easier for the committee members of PPYS to carry out activities in a convenience and comfort situation. Besides, the location and facilities provided hence able to contribute in reducing the



cost and enable time saving in providing effective program for the participants. Therefore, it might help to provide the effective outcome and output of the program.

### 3.6.2 Weaknesses

#### a. Arrangement of activities

According to the feedback responded by the participants, arrangement of the activities should be amend and a few changes need to be carried out. Most of the participants requested for a more academic-oriented activities that may able to assist them in their academic. Besides, the activities should be more flexible and less rigid to prevent pressure to the participants.

#### b. Time constraints

Time constraint is one of the common factors that might affect the effectiveness of the program. Time constraints may slow down the process and unable the program to achieve its objective and goals due to barriers that exist. Hence, it is important to organize well and provides more alternative plans if the previous plans might not able to work efficiently.

#### c. Inadequate and insufficient facilitators

To prevent workload and overlapping work, it is advisable to provide enough and sufficient committee members for monitoring the program. Due to the existence of this particular problem, participants may have a difficulty to refer to the respective committee members and this may creates gaps or uneasiness of participating in the program.

### 3.6.3 Opportunities

#### a. Objective achievement

Throughout the program implementation, all of the listed approaches in the previous chapters had been executed according to the respective activities line up for the participants. Therefore, participants were able to work together for achieving the proposed objectives as most of the feedback respond on a positive comments and evaluation. Besides, activities that had been carried out that were based on the objective had made it easier for the participants to understand.

#### b. Boost up self confidence

In order to boost up the self confidence within the participants, most of the activities created for the participants were based on the public speaking oriented. Participants were given the chances to develop their own self esteem and the value of confidence by participating in some of the activities that needed them to step forward and voice out their own opinion regarding certain matters. The participants also being given chances to expressed their own ideas and thoughts through variety of medium provided during the implementation of

#### c. Create character building

Character building may assist in shaping the intended and positive characteristic that is needed to be develop by the participants. Throughout this activities, it might help to discover the inert talent and potential in various field as well.

### 3.6.4 Threat

#### a. Participants feedback

Various participation feedback and respond may be one of the threat for PPYS to achieve its objective. Most of the participants might responded the outcome of the program as in positive way and some of them might not satisfied with the program as well.

## CHAPTER FOUR

### RECOMMENDATION

#### 4.0 Introduction

Recommendations are needed in order to improve the weaknesses of the PPYS as stated in the previous chapter which is Chapter Three in order to make sure that participant able to gain the expected output in the future. Besides, it may enable the committee member to outline the better activities and focus on the effectiveness of the program in order to achieve its objective.

Apart from that, the SWOT analysis clearly shows that the effectiveness of PPYS can be go far and being improved through different methods and ways. However, its existing strength had made it clear that the present program has its own capabilities to achieve the objective and the intended output from the participant. However, the need for reformation on the new strategies and varieties of activities to attract the participant is essential and need to be highlight.

Among listed below are the strategic recommendation which aim at exploiting the existing opportunities or overcome threats and weaknesses while focusing more on the existing strength.

#### 4.1 Establish organized and systematic schedule for activities conducted for PPYS

In order to make sure that all of the activities that had been line up for the participants able to be carry out, it is essential for the committee members who are involve in conducting the program to monitor the time allocated for each of the activities.

Therefore, by appointing a particular committee member to monitor the activities and time management may be one of the solutions to overcome the problem. That particular person will be responsible to make sure that all of the activities able to be conduct accordingly as stated in the tentative. Hence, it is essential for them to strictly highlight the important of time management.

Besides, preparation for conducting the activities shall be prepared earlier to avoid any unforeseen circumstances that might slow down and affect the whole program. A continuous meeting and discussion should be made in order to make it clear. Paper work and tentative should be distribute earlier so that both participants and committee members will aware on how the program will be carry out.

#### **4.2 Establish an effective communication**

Communication can be considered as an activity of conveying meaningful information. Communication thereof will be considered as complete once the receiver understood the message of the sender. An effective communication requires sufficient information's that will enable receiver to understand the message which you (sender) were trying to convey in exactly the same sense and finally the communicator has communicated effectively. Hence, if your message gets the proper response from the receivers, then you will be considered as effective communicated.

Therefore, it is important to make sure that the communication that exist able to give the explanation on the information and what needed to be done on order to make sure that the program will be able to run smoothly. Apparently, during the preparation of PPYS, the method



used to convey information was being made through email, memos, and meetings. Hence, it is important for the committee member to alert and understand the information conveyed.

#### **4.3 Training and education for the committee members**

Training will generate more skilled, adaptable, motivated and resilient workforce in order to achieve the objective. Moreover, training and education is important in order to equip the facilitators and the committee member in order to make sure that the effectiveness and the quality of the outcome intended for every program able to maintain.

By providing training and education for the committee members, it enables the program to utilize the different approaches in an effective way. Apart from that, it can also help to reduce the cost of hiring professional facilitators to conduct some of the activities. Instead, committee members themselves can conduct the activity using their own capabilities and experience as well.

It can also diminish the weaknesses of the program through implementing improved solutions from the input gain from training courses. Improvement can be made from time to time and the effectiveness of the program can be achieved through those improvements.

#### **4.4 Conduct a pilot project during the program implementation**

In order to meet the objectives of the pilot project, focus on the area in which contributes to the main cause of the problem during the implementation of the program. This pilot test might assist the committee member to know what are among the problems that might face by the participants and the area should be improved in the future.

Besides, by distributing questionnaire at the end of every slot may give several ideas on feedback needed by the organizer. However, different perception or response by the participants should be taking into account. The evaluation given will be the sources of problems that allow the organizer to make it as room for improvement in the future. Opinions made by the participant may assist in giving clear direction to the organizer in which how the programs might attract them as well.

#### **4.5 Include more interesting and academic-oriented activities based on approaches**

As mentioned in Chapter 3, PPYS have different approaches towards its implementation of the program throughout the year. Hence, it is necessary for the committee members to understand and create an appropriate activities based on the stated approaches in the current program.

Activities that being line up for the participants should have its own strength and objective so that it will able to give the intended output. Priority should be given to academic-oriented activities so that the participants able to gain knowledge and improve in their academic field as well.

Besides, committee member should be able to balance up both leisure and academic oriented activities to make sure that participant will enjoy participating in the program in the future and most of all, giving full cooperation to the organizer and facilitators as well.

## CHAPTER FIVE

### CONCLUSION

#### 5.1 Conclusion Chapter One

As a conclusion, Yayasan Sarawak is one of the statutory bodies in Sarawak in which providing scholarships and loans or provides financial assistance of various aspects from lower education to the higher education in the state. Besides, they also promote educational opportunities for both the people in Sarawak and Peninsular as well.

By engaging into their own mission and vision, they are working hard towards achieving both long and short term goals of the organization and make sure that the organization is able to deliver its services according to the client charter.

The Sarawak Foundation service structure can be divided into two which are the Core Services and Support Services.

The Core Services is the main service that is provided by The Sarawak Foundation which is responsible to develop the education of the human capital. On the other hand, the Support Service is responsible for Investment, Operations and also Compliance and Control

## 5.2 Conclusion Chapter Two

Basically, 5 weeks of practical training in Yayasan Sarawak had given me a lot of unforgettable experiences. I was attached under the Lower Education section which requires me dealing with particular matters on lower education starting from primary until secondary schools.

During my practical training period, I was given the opportunity to handle the current event. As listed as one of the big event in Yayasan Sarawak, Program Perkampungan Pelajar Yayasan Sarawak (PPYS) is one of the medium for Yayasan Sarawak to strengthen the bond between the sponsored students and the organization as well.

I have learned so many things throughout the preparation of PPYS. However, the important elements that needed to be highlight was communication, knowledge, skills and capabilities. Those elements need to be polish in order to achieve a quality and improve the performance of works.

PPYS was conducted for two weeks and during the practical training, I was appointed as a facilitator who monitors most of the program. A lot of activities had been carried out and I managed to perform in most of the task I have assigned to. (Please refer to the appendixes for details on the program).

### **5.3 Conclusion Chapter Three**

In this chapter, most of the analysis regarding PPYS was highlighted in order to point out the SWOT analysis. SWOT analysis is essential in order to evaluate the Strength, Weaknesses, Opportunities and finally Threat that exist within the implementation of program. As the analysis emphasizes more on the effectiveness of the program, it will outline the essential part of the program that should be taken into account. The negative or even the positive elements that need to be improved in order to achieve the total effectiveness that is intended by the organization. However, recommendations and solutions will be further explained in the next chapter.

### **5.4 Conclusion Chapter Four**

After completing the analysis for the program, the recommendations for Weaknesses and Threat highlighted in Chapter Three will be explained in this particular chapter. All of the suggestions and opinions to make the effectiveness of the program able to be attained, will be listed out and solutions to every problem will be sorted out.

Hence, it is important to make sure that the suggested recommendations are being carried out and practiced to make sure that the objective of the program is able to be attained in a preferable manner.

### **5.5 Conclusion**

Practical training is one of the methods for the student to experience working in an actual workforce. The actual workforce helped me a lot in exposing myself with a lot of tasks that I might not be able to do in the classroom. Besides exposing myself to the nature of work, I learned

so much about the organization on the flow of their work, culture, core services occupation opportunities that I might interested in later.

Opportunity to practices all of the knowledge that I gained in the classroom will be the core elements that need to be done when entering the actual workforce. Other benefit that I gained from practical training is by given an opportunity to work with the top management, conduct a meeting with the top management and handle a meeting.

Next benefit is, by doing the practical training we can prepared ourselves to the real working environment once we graduating and looking for work. The practical training prepared us on everything that we might face in our work in the future. So, by doing the practical training, we already have an experience which the valuable experience will be use in our future work.

## LIST OF FIGURES

1. Figure 1.0 : Yayasan Sarawak Logo
2. Figure 2.0 : Colors in Yayasan Sarawak Logo
3. Figure 3.0 : Motives in Yayasan Sarawak Logo
4. Figure 4.0 : Yayasan Sarawak Service Structure
5. Figure 5.0 : SWOT Analysis for Program Perkampungan Tajaan Yayasan Sarawak

## APPENDIXES

1. Foto Taken during Program Perkampungan Pelajar Tajaan Yayasan Sarawak
2. Anggaran Perbelanjaan Program Perkampungan Pelajar Yayasan Sarawak bersama Yayasan Terengganu
3. Anggaran Perbelanjaan Program Perkampungan Pelajar Siri 2/2011
4. Kertas Minit : Cadangan Pegawai Bertugas dan Fasilitator sempena Program  
Perkampungan Pelajar Siri 2/2011
5. Senarai Pelajar Tajaan Yayasan Sarawak Tahun 2011
6. Kertas Kerja Program Perkampungan Pelajar



## APPENDIXES

### I. Pictures taken during Program Perkampungan Pelajar Yayasan Sarawak

---



Motivation Program by Encik Abg Yusuf



“Ngabang Gawai” activity at Encik Samsuddin’s Open House



Educational Visit at Planetarium Sultan Iskandar



Baking Class at Puan Noranne's house



Motivational Slot



Community Services at Yayasan Sarawak



Educational Visit to Dewan Tun Abdul Razak



Educational Visit to Islamic Museum



Bowling Tournament between facilitators and participants



Community Service at Rumah Seri Kenangan



Community Service at Kuching Autistic Association



Cruising with "Lan Berambeh"



Farewell Dinner at Bimmer's Steamboat



Token of Appreciation ceremony



Sending off participants to their respective school

**ANGGARAN PERBELANJAAN  
PROGRAM PERKAMPUNGAN PELAJAR YAYASAN SARAWAK  
SEMPENA CUTI PERTENGAHAN TAHUN 2011  
DARI 27 MEI HINGGA 12 JUN 2011**

---

**PERBELANJAAN :**

**PROGRAM DI ASRAMA YSKL**

1.	Penginapan di Asrama Yayasan Sarawak KL		
2.	Khemah dari 27 Mei hingga 12 Jun 2011 @ 2 buah Khemah	=	RM 4,500.00
3.	Makan-minum pelajar 5 sesi sehari @ RM18.00 x 60 org x 3 hari (27-29/5/2011)	=	RM 3,240.00
	@ RM18.00 x 60 org x 9 hari (4-12/6/2011)	=	RM 9,720.00
4.	Riadah sekitar Kuala Lumpur @ RM300.00 x 2 buah bas x 2 hari	=	RM 1,200.00
5.	Penceramah PMR dan SPM serta Keselamatan & Disiplin @ RM 700.00 x 2 penceramah x 2 hari	=	RM 2,800.00
6.	Lawatan sambil belajar @ RM 1,000.00 x 2 buah bas x 2 kali perjalanan ke Terengganu (pergi & balik)	=	RM 4,000.00
7.	Duit makan & tambang pelajar melapor diri	=	RM 3,000.00
8.	Duit makan dalam perjalanan dari KL – Terengganu dan dari Terengganu – KL serta Perbelanjaan Pelbagai	=	RM 3,000.00
9.	Duit makan pelajar dalam perjalanan balik ke sekolah selepas tamat Cuti Pertengahan Tahun 2011	=	RM 1,000.00
	<b>JUMLAH ANGGARAN</b>	=	<b>RM 32,460.00</b>

**29/5/2011 – 3/6/2011 – PROGRAM BERSAMA YAYASAN TERENGGANU**

**ANGGARAN PERBELANJAAN  
PROGRAM PERKAMPUNGAN PELAJAR SIRI 2/2011**

Bil.	Perkara	Butiran	Anggaran
1.	<b>MAKANAN</b> Peserta Urusetia Program	RM 25 x 25 x 15 hari	RM 9375.00
<b>JUMLAH</b>			<b>RM 9375.00</b>
2.	<b>PENCETAKAN</b> <ul style="list-style-type: none"> <li>• Tag Nama</li> <li>- Peserta</li>   <li>• Banner</li> </ul>	RM 2 x 100 kpg  RM 200 x 2 unit	RM 180.00  RM 400.00
<b>JUMLAH</b>			<b>RM 580.00</b>
3.	<b>CENDERAMATA</b> <ul style="list-style-type: none"> <li>• Program Intergrasi (Sambutan Hari Gawai)</li>   <li>• Lawatan Rumah Orang Tua &amp; Kanak-Kanak Istimewa</li> </ul>	RM 500 x 2 rumah RM 500 x 2 tempat	RM 1000.00  RM 1000.00
<b>JUMLAH</b>			<b>RM 2,000.00</b>
4.	<b>Bayaran Penceramah &amp; Bengkel</b> <ul style="list-style-type: none"> <li>• Ujian Personaliti</li> <li>• Ujian Kerjaya</li> <li>• Motivasi</li> <li>• Terapi Warna</li> <li>• Pembinaan Karektor</li> <li>• Kaunseling Kelompok</li> <li>• Bengkel Sayang Sarawak 1</li> <li>• Bengkal Sayang Sarawak 2</li> </ul>	RM 1000 x 4 Bengkel & Ceramah	RM4000.00
<b>JUMLAH</b>			<b>RM 4000.00</b>
5.	<b>Homestay</b>	RM 100 x 2 x 25 org	RM 5000.00
<b>JUMLAH</b>			<b>RM 5000.00</b>
6.	<b>Lain-lain</b> <ul style="list-style-type: none"> <li>• River Cruise</li> </ul>	RM 75 x 25 org	RM 1875.00

	<ul style="list-style-type: none"> <li>• Tiket Wayang</li> <li>• Jong Crocodile</li> <li>• Hadiah &amp; Kos Explorace</li> <li>• Kampung Budaya Sarawak</li> <li>• Bowling</li> <li>• Fun Fair</li> </ul>	RM 10 x 25 orang RM 10 x 25 orang RM 50 x 15 orang RM 25 x 25 orang RM 25 x 25 orang RM 25 x 25 orang	RM 250.00 RM 250.00 RM 750.00 RM 625.00 RM 625.00 RM 625.00
<b>JUMLAH</b>			<b>RM 5000.00</b>
<b>7.</b>	<b>Kontigensi</b>		<b>RM 3000.00</b>
<b>JUMLAH KESELURUHAN</b>			<b>RM 28,955.00</b>

**ANGGARAN PENDAPATAN  
PERKAMPUNGAN PELAJAR**

BIL.	PERKARA	JUMLAH (RM)
1	<b>YAYASAN SARAWAK</b>	<b>RM 28,955.00</b>
<b>JUMLAH KESELURUHAN</b>		<b>RM 28,955.00</b>





**KERTAS MINIT**  
*Minute Sheet*

Ruj. Kami : YS/P.222/5  
Tarikh : 20 Mei 2011

*Timbalan Pengarah*

**CADANGAN PEGAWAI BERTUGAS DAN FASILITATOR SEMPENA PROGRAM PERKAMPUNGAN PELAJAR SIRI 2/2011**

Sukacita dimaklumkan Program Perkampungan Pelajar Siri 2/2011 akan diadakan seperti butiran berikut:

Tarikh : 27 Mei hingga 12 Jun 2011  
Tempat : Asrama Yayasan Sarawak  
Peserta : Anggaran 20 orang peserta

Sehubungan dengan itu berikut merupakan senarai nama staf dan fasilitator yang terlibat sepanjang program ini berlangsung :

- i. Pn. Zainab Ali
- ii. En. Abg Azrianto Abg. Bohari
- iii. En. Joakim Maoi
- iv. Pn. Darul Afiah
- v. Cik Hasiah Untot
- vi. Cik Sharifah Khairunissa Firdausyiah (Fasilitator)
- vii. En. Ayudi Farhan (Fasilitator)

Jasabaik tuan memberikan kelulusan untuk mereka bersama-sama menjayakan program ini amatlah dihargai dan didahului dengan ucapan terima kasih.

Sekian, dimajukan untuk pertimbangan tuan.

*Terima kasih.*

  
PP(PR)

SENARAI PELAJAR TAJAAN YAYASAN SARAWAK TAHUN 2011

	NAMA	JANTINA	loa	SEKOLAH
1	CARTHNIE MARATIN	P	kch	SM SAINS KUCHING
2	MARCELIANA BINTI GAMUN	P	kch	SM SAINS KUCHING
3	AHMAD ASYRAF B DERIS	L	kch	SM SAINS KUCHING
4	SITI KHADIJAH YALIN	P	kch	SMK AGAMA MATANG
5	NUR IZZATI BINTI LIASIM	P	kch	SMK AGAMA MATANG
6	UMMU SHEIKHAH BT MOHD JANIS	P	kch	SMK AGAMA MATANG
7	SITI NORAIN YUKILIN GIGING	P	kch	SMK AGAMA MATANG
8	ANI AMANI BT MAJALI	P	kch	SMK AGAMA MATANG
9	NADRAH AFIQAH BINTI SURIMIN	P	kch	SMK AGAMA MIRI
10	NUR FARIN WAHIDA BINTI BAHRIN	P	lbu	SM SAINS LABUAN
11	HANNA DEWI BINTI DOWRIN	P	myy	KOLEJ TDTH BUJANG, MIRI
12	MUHAMAD AFIQ BIN ANUAR	L	myy	KOLEJ TDTH BUJANG, MIRI
13	ARLENE CHERILYN ASUN	P	myy	KOLEJ TDTH BUJANG, MIRI
14	SITI AMIRAH BT ASPIN	P	myy	KOLEJ TDTH BUJANG, MIRI
15	FAZIERA SYAQILLAH BINTI MOHD IZZUDIN	P	myy	SMK AGAMA MIRI
16	NUR AIN SHEILA BINTI WAILIH	P	myy	SMK AGAMA MIRI

TOE  
NAB  
JOE  
SHA  
PAAN  
JOHN



Yayasan Sarawak

**KERTAS KERJA**  
**PROGRAM PERKAMPUNGAN PELAJAR**  
*"MENJANA POTENSI PELAJAR MINDA KELAS PERTAMA"*  
27 Mei – 12 Jun 2011

**A. LATAR BELAKANG**

Program Perkampungan Pelajar merupakan program yang diadakan pada setiap tahun bagi mengukuhkan ikatan siraturrahim antara pelajar tajaan Yayasan Sarawak. Program Perkampungan adalah salah satu usaha daripada Seksyen Pendidikan Rendah bagi meningkatkan potensi pelajar bukan sahaja dalam bidang akademik tetapi juga kokurikulum.

Objektif utama program ini diadakan kali ini adalah untuk mencungkil dan mengembangkan potensi pelajar tajaan Yayasan Sarawak. Terdapat tiga pendekatan utama yang digunakan untuk Program Perkampungan Pelajar yang merangkumi 3 siri cuti semester iaitu siri 1 adalah untuk mencungkil potensi pelajar, Siri kedua adalah pembinaan karektor dan yang ketiga adalah persediaan untuk menghadapi peperiksaan.

Berteraskan tiga siri diharapkan Program Perkampungan akan memberikan impak yang lebih mendalam kepada pelajar tajaan Yayasan Sarawak.

**B. OBJEKTIF**

- i. Mencungkil potensi diri di kalangan pelajar tajaan Yayasan Sarawak.
- ii. Membina keyakinan diri serta teknik pengucapan umum yang betul.
- iii. Melahirkan pelajar Tajaan Yayasan Sarawak yang berkemahiran terutama dalam bidang pengucapan awam, kesenian dan kebudayaan.

- iv. Melahirkan pelajar yang mempunyai rasa tanggungjawab terhadap masyarakat.
- v. Melatih para pelajar untuk membudayakan aktiviti kesukarelawanan.
- vi. Mengeratkan hubungan kerjasama antara Pelajar tajaan Yayasan Sarawak.

### C. TARIKH & TEMPAT

Siri 2 : **Pembinaan Karektor**  
Tarikh : 28 Mei sehingga 12 Jun 2011  
Tempat : Sekitar Bandaraya Kuching

### D. TEMA

Tema program adalah selari dengan nama program iaitu: **Menjana Potensi Minda Kelas Pertama**

### E. PELAKSANAAN PROGRAM

Siri 2 merupakan siri modul pembinaan karektor. Modul ini akan menekankan aspek pembinaan sahsiah dan karektor di kalangan pelajar. Penekanan diberikan kepada aspek pembinaan karektor supaya kita dapat menghasilkan pelajar yang seimbang bukan sahaja dari segi akademik tetapi juga akhlak dan sahsiah. Pendekatan kami ini adalah seperti berikut:

- i. Bakti Pelajar
- ii. Team Bulding
- iii. Program Integrasi
- iv. Budaya & Seni
- v. Pembinaan Karektor

## **F. TANGGUNGJAWAB PESERTA**

Secara umumnya, untuk memaksimumkan keberkesanan program sebanyak tiga siri ini, setiap peserta dikehendaki untuk memenuhi perkara berikut:

- i. Mengambil bahagian sepenuhnya di dalam tiga siri program.
- ii. Memberi sumbangan idea fikiran tentang isu yang dibincangkan atau perkara yang dikaji.
- iii. Memastikan pelajar memperolehi input dalam setiap program yang diadakan.

## **G. TENTATIF PROGRAM**

*Lampiran 1*

## **H. PERBELANJAAN PROGRAM**

*Lampiran 2*

## **I. SYOR**

Adalah dengan ini diharapkan agar kertas cadangan Siri 2 Program Perkampungan Pelajar dapat dipertimbangkan untuk kelulusan dan mencapai objektif yang telah digariskan.

**TENTATIF PROGRAM PERKAMPUNGAN PELAJAR SIRI 2/2011**  
27 Mei – 12 Jun 2011

Tarikh : 27 Mei 2011 (Jumaat)  
Tempat : Yayasan Sarawak

Masa	Perkara
3.00 pm	Pendaftaran Pelajar
7.00 pm	Persiapan ke Majlis Makan Malam Jubli Delima Yayasan Sarawak 2011
11.00 pm	Rehat diri

Tarikh : 28 Mei 2011 (Sabtu)  
Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Perancangan Jadual Belajar
10.30 am	Minum Pagi
11.00 am	Pembahagian Masa Belajar
12.30 pm	Makan Tengahari
1.00 pm	Solat Zohor
3.00 pm	Kampung Budaya Sarawak
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Relaxsasi
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 29 Mei 2011 (Ahad)  
Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
10.00 am	Outing
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Refleksi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 30 Mei 2011 (Isnin)  
Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Taklimat Program -
12.30 pm -	Makan Tengahari
1.00 pm	Solat Zohor
2.00 pm	Pustaka Negeri Sarawak
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Refleksi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 31 Mei 2011 (Selasa)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Ceramah Motivasi 1
10.30 am	Minum Pagi
11.00 am	Ceramah Motivasi 2
12.30 pm	Makan Tengahari
1.00 pm	Solat Zohor
2.00 pm	Bengkel Easy Math
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Konsert Nasyid (Dewan Hikmah)
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 1 Jun 2011 (Rabu)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Ngabang
12.30 pm	Makan Tengahari
1.00 pm	Solat Zohor
2.00 pm	Homework
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak



8.30 pm	Laskar Pelangi
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 2 Jun 2011 (Khamis)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Baking Class (Cupcakes)
12.30 pm	Makan Tengahari
1.00 pm	Solat Zohor
2.00 pm	Movie (Karak)
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Refleksi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 3 Jun 2011 (Jumaat)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Planetarium
12.30 pm	Makan Tengahari
1.00 pm	Solat Jumaat
2.30 pm	Homework
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib

7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Bowling Tournament 1
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 4 Jun 2011 (Sabtu)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Bengkel Tarian Tradisional 1
12.30 pm	Makan Tengahari
1.00 pm	Solat Jumaat
2.30 pm	Bengkel Tarian Tradisional 2
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Refleksi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 5 Jun 2011 (Ahad)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Bergerak ke Serikin
12.30 pm	Makan Tengahari
1.00 pm	Solat Asar
2.30 pm	Sure Heboh
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib

7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Refleksi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 6 Jun 2011 (Isnin)  
Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Lawatan Ke Muzium
12.30 pm	Makan Tengahari
1.00 pm	Solat Asar
2.30 pm	Homework
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Refleksi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 7 Jun 2011 (Selasa)  
Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Lawatan Ke Rumah Seri Kenangan
12.30 pm	Makan Tengahari
1.00 pm	Solat Asar
2.30 pm	Homework
4.30 pm	Solat Asar
5.00 pm	Riadah

6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Fun Fair at Taman Sukma
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 8 Jun 2011 (Rabu)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Lawatan ke Kuching Autistic Association
12.30 pm	Makan Tengahari
1.00 pm	Solat Asar
2.30 pm	Lawatan ke Unimas
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Bowling Tournament 2
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 9 Jun 2011 (Khamis)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Motivation
12.30 pm	Makan Tengahari
1.00 pm	Solat Asar
2.30 pm	Movie (Kung Fu Panda)

4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam
7.00 pm	Solat Maghrib
7.30 pm	Renungan & Zikir
8.00 pm	Solat Isyak
8.30 pm	Motivasi Diri
10.30 pm	Minum Malam
11.00 pm	Rehat Diri

Tarikh : 10 Jun 2011 (Jumaat)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Motivasi 1
11.30 pm	Makan Tengahari
1.00 pm	Solat Jumaat
2.30 pm	Motivasi 2
4.30 pm	Solat Asar
5.00 pm	River Cruise
8.30 pm	Outing
10.30 pm	Minum Malam

Tarikh : 11 Jun 2011 (Sabtu)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Outing
11.30 pm	Makan Tengahari
1.00 pm	Solat Zohor
2.30 pm	Homework
4.30 pm	Solat Asar
5.00 pm	Riadah
6.00 pm	Makan Malam

7.00 pm	Solat Maghrib
7.30 pm	Makan Malam (Bimmer's Stimboat)
11.00 pm	Rehat Diri

Tarikh : 12 Jun 2011 (Ahad)

Tempat : Yayasan Sarawak

Masa	Perkara
5.30 am	Bangun Pagi
6.00 am	Solat Subuh
7.00 am	Riadah
8.00 am	Sarapan Pagi
9.00 am	Bertolak ke Sekolah Masing-Masing



**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.





DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
18.05.2011 (Wednesday)	<p>8.00<sup>am</sup> - 9.00<sup>am</sup> : Short-briefing by Puan Hajjah Bt Morsidi. (Penolong Pengarah Seksyen Pembangunan Sumber Manusia.)</p> <ul style="list-style-type: none"> <li>• Rules and regulation that need to be occupy during practical training at the organization.</li> <li>• Short-Introduction regarding the organization &amp; its function.</li> </ul>	
	<p>9.00<sup>am</sup> - 9.30<sup>am</sup> : Meet head of Section. Section: Lower Education. Person-In-Charge: Enuk Mohd. Shahri Bin Kamanuddin.</p>	<p><del>checked</del></p>
	<ul style="list-style-type: none"> <li>• Short-briefing regarding the department &amp; its functions.</li> <li>• Intro to other staffs in the section.</li> </ul>	
	<p>9.30<sup>am</sup> onwards : Start doing task.</p>	
	<p>Task 1 : Search for the contact details for different agencies. E.g; Contact No; Address ; Fax No.; E-mail , etc..</p>	
	<p>Task 2 : Seek information from Batu Lintang</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	School. Regarding Information on Innovation & Technology. (Which school involved.)	
	Task 3 : Briefing on Program for Perkampungan Pelajar Siri 2/2011.	
	<p>Benefits : · Acknowledge about the function of the organization and department that exist.</p> <p>· Increase the communication skills.</p>	checked
9.05.2011 (Thursday)	8.00 <sup>am</sup> onwards: Work on necessary tasks ordered by Enuk Shahrul.	
	Task 1: Go through the schedule for Program Perkampungan Pelajar.	
	Task 2 : Work out the activities for "Sayang Sarawak 1x 11". Prepare relevant activities.	checked.
	Task 3 : Prepare schedule /Tentatif for Perkampungan Pelajar at Terengganu.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	Benefits: · Increase the knowledge in handling informations.	
	· Prepare program for students.	
	· Exposed with the activities that can be conduct for Secondary Students.	
	· Brainstorming activity.	
	· Seek relevant informations throughout different mediums.	
20.05.2011 (Friday)	8.30 <sup>am</sup> onwards: Assign to do some tasks.	
	Task 1: Prepare budget (draft) for Program Perkampungan Pelajar at Terengganu.	checked
	Task 2: Seek / Search for Information through websites	
	Task 3: Arrange activities and prepare activities, (Amend any necessary details.) for Perkampungan Pelajar at Kuching & Terengganu.	
	Task 4: Call and Inform different agencies, regarding activities that will be conducted at their places / agency. ( In conjunction with Perkampungan Pelajar at Sarawak & Terengganu)	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Task 5 : Prepare Formal Letters to different agencies. Informing and seek for consent to visit their places. (In conjunction with Program Perkampungan Pelajar Swk &amp; Terengganu.)</p> <p>Among the agencies :</p> <ol style="list-style-type: none"> <li>1. Sarawak Culture Village / Kpg Budaya Sarawak</li> <li>2. Pustaka Negeri Sarawak</li> <li>3. Planetarium.</li> </ol>	
	<p>Benefits :</p> <ul style="list-style-type: none"> <li>· Learn to prepare formal letters &amp; formal conversations to different agencies.</li> <li>· Arrange activities and conduct research for benefits/outcomes for each activities.</li> <li>· Getting feedback from the agencies that involved and learn the flow to write formal letter to respective agencies and person-in-charge.</li> </ul>	<p><i>Checked</i></p>
<p>3. 05. 2011</p> <p>1. 05. 2011</p>	<p>Saturday } Non-working day.</p> <p>Sunday }</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23.05.2011 (Monday)	8.30 <sup>am</sup> onwards: Continue with amendment of schedule/ tentatif for Program Perkampungan Pelajar at Kuching.	
	Task 1: Amend relevant activities according to priorities, available dates & time.	
	Task 2: Follow-up the feedback from different agencies regarding visit to their organization (Refer to the Tentatif attached.)	
	Task 3: Prepare Formal Letters and Call different agencies to seek any relevant information needed to proceed with the activity.	
	Task 4: Call Universiti Malaysia Terengganu.	
	- Regarding?	
	a) Lodging	
	b) Catering - Foods & Beverages.	
	c) P.A System, Hall, Seminar Rooms.	
	d) Academic Visit	
	Among the agencies included:	
	1. Universiti Malaysia Terengganu (UMT)	
		C. M. M. M.


DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	2. Kilang Nestle	
	3. Kilang Sebor.	
	4. Myojo Food Company.	
	5. Dahfa Food Industries.	
	Benefits : • Increase corporate communication in dealing with establish organization such as Nestle, UMT, etc..	
	• Recognized the error made while preparing formal letters and conversation with other organization.	checked
	• Improve the ability in seeking for informations needed.	
	• Able to communicate with other staffs in the section when I need some guide and directions in completing the task given.	
24.05.2011 (Tuesday)	8.00 <sup>am</sup> onward : Continue with the task.	
	Task 1: Prepare formal letters and fax to the respective organization for confirmation	

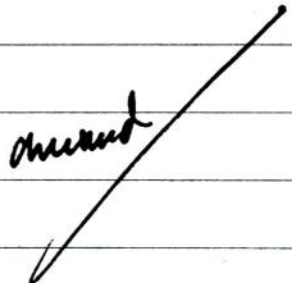
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	& informing them about the purposes and other details (In conjunction with the Program Perkampungan Pelajar activities.)	
	Task 2 : Still working on the schedule of the programme. Amend any relevant activities	
	Task 3 : Follow-up with the respective agencies/ organization regarding the letter that they received.	
	Among the agencies including; 1. UMT 2. Penginapan Asrama YS - Lodging. 3. Unimas. 4. Crystal Bowling.	<i>Checked</i>
	Benefits : • Learn how to use photostate machine & fax machine.	
	• Able to increase the relationship among other staffs in the organization.	
	• Exposed to the flow to undergo in dealing with other agencies.	

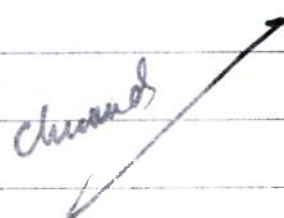


RKS DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
25.05.2011 (Wednesday)	8.30 <sup>am</sup> onwards : Continue with the task assigned	
	Task 1 : Follow-up with other agencies & confirmation regarding the visit.	
	Task 2 : Prepare formal letters & fax it to other organisation.	
	Task 3 : Short-briefing with other staffs that involved with the Program Perkampungan Pelajar Sin 2/ 2011 at Kuching. Discuss & amend any relevant activities.	
	Task 4 : Call for inviting <del>an</del> officers to conduct a motivational talk or seminars. (In conjunction with Program Perkampungan Pelajar Sin 2/ 2011.)	checked/
	Benefits : Able to increase communication wise with others. Either outsiders or with other employee as well.	
	<ul style="list-style-type: none"> <li>• Able to brainstorming and listen to other's opinion and critics. Discuss the impact of decision that being made. Come out with new ideas &amp; alternatives.</li> </ul>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
26. 05. 2011 (Thursday)	8.30 <sup>am</sup> onwards: Complete the task given by supervisor.	
	Task 1: Prepare formal letters to the agency & fax it respectively. Call and confirm upon receiving the letter through fax.	
	Task 2: Follow-up with other agencies & confirmation regarding the visit. (For Program Perkampungan Pelajar at Kuching.)	
	Task 3: Attending "Morning Prayer" at Auditorium Yayasan Sarawak. Introducing ourself as a practical student during the employees' once-in-a-month gathering.	checked/
	Task 4: Final check for the programme schedule. Made amendment and relevant changing if necessary. Revise & discuss for alternative if problem exist.	
	Task 5: Update the tentatif of the programme & distribute with other staffs involved in the programme. Inform if any changing exist.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Benefits: • Getting to know about Yayasan Sarawak's culture and other staffs as well.</p> <p>• To check any miscommunication or problems that might exist due to changing that being made. Hence, it is advisable to conduct a meeting with other staff so that they will acknowledge.</p> <p>• Make sure that the programme will be conducted accordingly.</p>	<p>checked/</p>
<p>27.05.2011 (Friday)</p>	<p>8.30<sup>am</sup> onwards: Continue finishing task assigned.</p> <p>Task 1: Final check for schedule for Program Perkampungan Pelajar Sivi 2/2011.</p> <p>Task 2: Prepare relevant documents. (Schedule/Tentatif; Stationeries, etc.)</p> <p>Benefits: To avoid any loss of documents &amp; to be more systematic.</p> <p>Task 3: Attending "Makan Malam Jubli Delima Yayasan Sarawak at Sarawak Chamber,</p>	<p>checked/</p> <p>27/05/2011</p> 

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	Riverside Majestic Hotel.	30
28.05.2011	Over Time: Working on Saturday.	
(Saturday)	Program Perkampungan Pelajar Siri 2/2011 - Start.	
	Task 1: Ice-breaking with the students involve with Program Perkampungan Pelajar Siri 2/2011.	
	Task 2: Went to Sarawak Cultural Village. In conjunction with Miss World Harvest Festival 2011.  Objective: To expose the students about various ethnics available in Sarawak & increase their knowledge about culture as well.	
29.05.2011	Over Time: Working on Sunday.	
(Sunday)	Day 3: Program Perkampungan Pelajar Siri 2/2011.	
	· Ice-breaking (Part 2) with students & exchange of phone number as well.	
	· Outing with students at 3 different areas; 'India Street', Satok & Lunch at Singapore Chicken Rice at Satok.	
	Benefits: To get to know the students & easier to communicate with them.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30.05.2011 (Monday)	8.30 <sup>am</sup> onwards : Day 4 :- Program P'kampung Pelajar sin 2/2011.	
	Task 1: Prepare Formal Letter & Fax to UiTM for academic visit.	
	Task 2: Make few copies of Programme schedule for the students involved & distribute. Briefing by Encik Shahrul at Bilik Seminar Kompleks Asrama Yayasan Swk.	
	Task 3: Follow-up the response from different agencies. (Nestle; Planetarium; Rmh Seni Kenangan)	
	Task 4: Prepare stationeries for students (E.g; Pencils, Pen, Paper, etc..) & briefing for students.	
(pm)	Task 5: Accompany students for Academic visit at Pustaka Negeri Sarawak. Expose students with services and facilities available to assist them with their assignment.	
	Benefits: To acknowledge the students about Pustaka Negeri Swk's services.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
31.05.2011 (Tuesday)	8.30 <sup>am</sup> onwards : Day 5 : P'kampungan Pelajar Sini 2/2011.	
	Task 1 : Follow-up any activities that have not confirm yet.	
	Task 2 : Call & re-confirm for activities for today. Prepare 'Honourium' for guest.	
	Task 3 : Prepare stationeries & distribute evaluation form to students before each session.	
	Task 4 : Attending academic activities a) Motivational Talk by Enik Abg Yusuf b) Bengkel Easy Math by Cikgu Azli.	
01.06.2011 (Wednesday)	11.00 <sup>am</sup> onwards : Day 6 - Perkampungan Pelajar Sini 2/2011.	
	- Gawai Visit at Kampung Suba Buan, Bau with students and few officers. Celebrate gawai at Enik Sudin's house.	<del>Checked</del>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
02.06.2011 (Thursday)	Day 7 : Program Perkampungan Pelajar Sini 2/2011.	
Public Holiday.		
	- 'Cupcake making activities' at Puan Nor Ann's house. Make 3 types of cupcake with different flavors and design.	
	- 'Watch movie entitle 'Karak' with students at MBO Cinema.	
03.06.2011 (Friday)	Day 8 : Program Perkampungan Pelajar Sini 2/2011.	
	9.30 am : went to Planetarium Sultan Iskandar for a 20 minutes show regarding the universe.	
	8.00 pm : Bowling Tournament with students & staffs at Crystal Bowling at BDC.	
04.06.2011 (Saturday)	Day 9 : Program Perkampungan Pelajar Sini 2/2011.	
	- Bengkel Sayang Sarawak 1811. Expose students with traditional dances.	checked

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
05.06.2011 (Sunday)	Day 10: Perkampungan Pelajar Siri 2/2011.	
	- Went to Senkin with students. Sight-seeing and shopping.	
	- Went to Sure Heboh at Stadium Sarawak in conjunction with TV3 annual functions.	
06.06.2011 (Monday)	Day 11: Perkampungan Pelajar Siri 2/2011.	
	- Went to Muzium Tun Abdul Razak for 'Malaysian History: Exhibition'.	
	- Went to Muzium Sarawak as well to share the interesting places in Sarawak that shouldn't be miss out.	
07.06.2011 (Tuesday)	<p>Task 1: Follow-up &amp; re-confirm regarding visit to Rumah Seni Kenangan.</p> <p>Day 11: Perkampungan Pelajar Siri 2/2011.</p> <p>9.00<sup>am</sup> onwards: Visit to Rumah Seni Kenangan at 12th Mile. Share the experience and to get to know about their condition at that particular place. It is an old folks home that is responsible to</p>	<p><i>checked</i></p>



DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	to take a very good care of old folks.	
(pm)	-Went to 'Fun-Fair' at Taman Sukma with students.	
08.06.2011 (Wednesday)	Day 12: Perkampungan Pelajar Sini 2/2011.  - Visit to Kuching Autistic Association. To educate students and increase the awareness regarding this illness.	
09.06.2011 (Thursday)	Day 13: Perkampungan Pelajar 2011.  - Attending 'Motivational Talk' by Cikgu Jo & Cikgu Addha. Inspired students with a lot of activities and games.  - Academic visit to Unimas. Give the opportunity for the students to know more about university lifestyle & courses that the higher institution offers.	
10.06.2011 (Friday)	Day 14: Perkampungan Pelajar Sini 2/2011.  (am) - Second slot of 'Motivational Talk' by Cikgu Jo & Cikgu Addha.	<p style="text-align: right;"><i>Checked</i></p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
(pm)	<ul style="list-style-type: none"> <li>- Cruising with 'Lan Berambek' with students &amp; few staff. Exciting as capturing the sight-seeing of Kuching during night time.</li> </ul>	14 C T
	<ul style="list-style-type: none"> <li>- Dinner at Kentucky Fried Chicken, with students.</li> </ul>	
11.06.2011 (Saturday)	<p>Day 15: Program Perkampungan Pelajar Siri 2/2011.</p> <ul style="list-style-type: none"> <li>- Closing ceremony for the programme. Dinner at Bimmer's Stimboat together with the officers.</li> </ul>	
12.06.2011 (Sunday)	<p>Day 16: Program Perkampungan Pelajar Siri 2/2011.</p> <ul style="list-style-type: none"> <li>- Sending off students to their school respectively.</li> <li>- End of the programme.</li> </ul>	
13.06.2011 (Monday)	<p>8.30<sup>am</sup> onwards: Complete task assigned.</p> <ul style="list-style-type: none"> <li>- Gather all evaluation forms accordingly.</li> <li>- update log book to the latest activity.</li> </ul>	<p><i>Checked</i></p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
14.06.2011 (Tuesday)	8.30 <sup>am</sup> - onwards :	
	- Briefing by Mr Shahnul regarding report for Perkampungan Pelajar Sini 2/2011 together with Mr. Ayudi Farhan.	
	- Gather relevant information for making the report.	
	- Collect and analyse evaluation forms made by the students during the program.	
	- Refer to the previous report made for Perkampungan Pelajar.	
	- Discuss with Mr. Shahnul regarding extending the period for practical training.	
	2.30 <sup>pm</sup> : Supervisor came for meeting the host supervisor, Mr Shahnul.	
	- Discussing relevant issues regarding practical training.	<i>Checked</i>
	- Madam Arenawati meet host supervisor, Enik Shahnul.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
15.06.2011 (Wednesday)	8.30 <sup>am</sup> onwards.	17- (1
	Task 1: Draft report for Perkampungan.	
	Task 2: Arrange and seek for relevant information.	
	Task 3: Meeting with Ayudi Farhan regarding writing the report for Perkampungan Pelajar.	
	Task 4: Help one of the staff, Abang Azrianto with the data for Hadiah Cemerlang. Key in data and evaluate some of the data required.	
16.06.2011 (Thursday)	8.30 <sup>am</sup> onwards:	
	Task 1: Start doing report and inserting relevant data that already gathered.	
	Task 2: Discussing with the staffs regarding the Over Time payment and learn how to calculate it.	checked

RK	DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
17.07.2011 (Friday)		- Last day of Practical Training.	
		- Update log book and other informations that need to be provided for the report.	
		- My Meet Puan Hajijah for discussing the practical training into specific period. Hand in letter to Puan Hajijah informing about the extending of practical training.	<i>Checked</i> <i>17/7/2011</i>

## REFERENCES

1. Background of Yayasan Sarawak (2011). Retrieved October 20, 2011, Retrieved from Yayasan Sarawak : <http://yayasansarawak.org.my/>
2. Chapman, A. (2007). SWOT analysis. Retrieved October 30, 2011, from <http://www.businessballs.com/swotanalysisistemplate.htm>
3. Wikipedia. (2007). SWOT analysis. Retrieved November 5, 2011, from [http://en.wikipedia.org/wiki/SWOT\\_Analysis](http://en.wikipedia.org/wiki/SWOT_Analysis)