



**Faculty of Administrative Science  
& Policy Studies**

**Universiti Teknologi MARA**

**PRACTICAL TRAINING REPORT  
BAHAGIAN SOKONGAN PEKERJA,  
UNIT SUMBER MANUSIA JABATAN KETUA MENTERI**

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# TABLE OF CONTENTS

## **Chapter 1: Introduction of the Organization**

- 1.1 Background of the State Human Resource Unit
- 1.2 State Human Resource Objective Vision, Mission
- 1.3 Psychology Management Section
- 1.4 Psychology Management Section: Organization Chart
- 1.5 Psychology Management Section: Vision, Mission and Objective
- 1.6 Psychology Management Section: Function of Psychology Management Section.

## **Chapter 2: Schedule of Practical Training**

- 2.0 Report and Summarize the Daily Training

## **Chapter 3: Analysis**

- 3.0 Introduction
- 3.1 Focus Task Cover During Internship
- 3.2 Project Management
- 3.3 Initiating Phase
- 3.4 Planning Phase
- 3.5 Performing Phase
- 3.6 Closing Phase
- 3.7 Conclusion

## CHAPTER 1: INTRODUCTION

### 1.1 Background of The State Human Resource Unit (SHRU)

This chapter presents on thoroughly about the Human Resource Unit and its sections in Chief Minister's Department in Petra Jaya, Kuching. The introduction gives a brief overview of section concerning of brief background of Chief Minister's Department (CMD), State Human Resource Unit, Psychology Management Section.

Previously in the State Civil Service (SCS) it was divided into two parts, which are the Secretariat and the Divisional. In the year 1937, the Secretariat was the centre of administration which leads by two Europeans officers and assisted by a Malay clerk, three Chinese descendent clerks and three office assistants. During the formation of Malaysia, there were about 2599 employees and the numbers increases up to 14208 employees in the year 2012.

In the year 1966, the original Secretariat Office was moved to the Secretariat's Building which is located in front of the Padang Sentral in Kuching from the Residence and Divisional Office right now. As time goes by, the Secretariat was changed to State Employment Office in the year of 1976 then was again moved to Wisma Bapa Malaysia.

Following based on the restructuring of the Government's State Secretary's Office on the 1<sup>st</sup> of November 1995, the State Employment Office was known as the Human Resource Department. A director was appointed to lead the organization and is responsible to the Deputy Secretary of the State Government (Human Resource). On the 25<sup>th</sup> of August 2001, the department was known as the Human Resource Unit as a result of the organizational

## Chapter 2: Schedule of Practical Training

### 2.0 Introduction

The location of the practical training is at level 9, Wisma Bapa Malaysia. The State Human Resource Unit (SHRU) consists of 3 levels at Wisma Bapa Malaysia namely level 9, 10 and 11. The Psychology Management Unit is located at level 9 where specifically the practical training will be done. The training starts from the 20<sup>th</sup> of January 2016 until 16<sup>th</sup> of March 2016 and the duration are 9 weeks in total.

### 2.1 Week 1: 20<sup>th</sup> January 2016 Until 22<sup>nd</sup> January 2016

On the first day, we were gathered all at once in order to report duty. The reporting officer was Encik Shamsul Khairi whom is the Assistant Director of State Human Resource Unit. After being short briefing by Encik Shamsul, we had been brought to a tour at *Bahagian Sokongan Pekerja* office. After self-introduction, I and Rozirosmini was assigned to *Bahagian Sokong Pekerja* and I was separated from my partner, Rozirosmini binti Bolhi where she was assigned to Managing Culture Change unit and I have been assigned to Psychology Management unit. I had been supervised by Puan Hajah Roseini binti Mokhtar. From this day, I will be supervised directly under Puan Hajah Roseini and will directly receive tasks from her. Puan Hajah Roseini had briefly explained to me about the employees' psychology and how to solve the problem in terms of psychology aspect. After the separation, I received my first tasks where my first tasks is to read an article and guideline books so that I can understand more the concept of psychology and counselling in working environment and make a comparison to all articles.