



اَوْنَبُوْرُ سَيِّدَتِي تِيْكَنُوْلُوْجِيْ مَارَا
UNIVERSITI
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Diploma in Information Management
(CDIM110)

Industrial Training
(IMD310)

INDUSTRIAL TRAINING REPORT

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ABSTRACT

This report presents an in-depth summary of my eight-week Industrial Training Program, conducted at Universiti Kebangsaan Malaysia (UKM) in Bangi, Selangor, following the fourth semester's final exams. As part of the Information Management curriculum, this program aims to bridge the gap between theoretical knowledge and practical application, equipping students with essential skills for professional success. Over the course of the two-month training, I gained valuable, hands-on experience in critical areas such as filing, file appraisal, and disposal. A major component of my role involved overseeing a comprehensive project to organize and complete appraisal and disposal files across all departments at UKM. This experience enabled me to apply academic concepts in real-world scenarios, advancing my technical skills and deepening my understanding of effective records management. Working in a professional environment also honed my capacity for both independent work and teamwork, as I adapted to the responsibilities and demands of a workplace setting. Ultimately, this training not only improved my practical knowledge in information management but also reinforced my confidence in applying classroom principles in professional situations, making it a vital component of my academic and career development.

Keywords: Industrial Training Program, Information Management, File Appraisal, Records Disposal, Practical Skills.

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