

INFORMATION SCIENCE STUDIES COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS UNIVERITI TEKNOLOGI MARA

Diploma in Information Management (CDIM110)

Industrial Training (IMD310)

INDUSTRIAL TRAINING REPORT

Prepared by:

Nur Aisyah Sofia Binti Hazizi 2022858728

Prepared for:

Faddliza Mohd Zaki

November 2024

Abstract

This report offers a thorough summary of the Industrial Training program I finished following the fourth semester's final examinations. I had the chance to obtain real-world, hands-on experience during the eight-week (about two-month) program, which was conducted over the semester break. In Balai Felda, Bangunan Balai Felda, Jalan Gurney 1, Kampung Datuk Keramat, 54000 Kuala Lumpur, Federal Territory of Kuala Lumpur, I performed this seminar at Felda Investment Corporation Sdn. Bhd. (FIC), a renowned institution.

A required part of the Information Management curriculum, the Industrial Training program aims to close the knowledge gap between classroom instruction and practical work experience. It gives students the chance to learn skills that are essential for success in the industry and apply the academic information they have learned during the course in a real-world work environment. Through my training, I was able to learn a lot about data handling practices, working with information systems, and taking part in organizational initiatives, among other areas of information management in a corporate setting.

During the eight weeks, I worked on a project that aided in the development of my technical and soft skills, including communication, problem-solving, and cooperation. Along with exposing me to the demands and obligations of a professional environment, the experience improved my capacity for both solo and group work. I had a better grasp of the information management area after the program, and I could apply the ideas I had learned in the classroom to actual situations, which made it a crucial component of both my academic and professional growth.

Keywords: Industrial training, Felda Investment Corporation Sdn. Bhd, Information Management.

TABLE OF CONTENTS

	Pages
Abstract	i
Acknowledgment	
Table of Contents	
List of Figures	٧
List of Abbreviations	vi
CHAPTER 1: INTRODUCTION	1
1.1 Background of Industrial Training	
1.2 Purpose and Objective of The Report	3
1.3 Significance of Industrial Training for Students of Diploma in Information	4
Management CHAPTER 2: ORGANIZATIONAL INFORMATION	5
2.1 Overview of The Organization where The Industrial Training Took Place	6
2.2 Organizational Structure	6
2.3 Explanation of The Student's Assigned Department or Unit Within the	7
Organization	
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	8
3.1 Detailed Description of the Tasks, Projects, and Activities Undertaken	9 – 12
During the Industrial Training	
3.2 Explanation of Skill, Knowledge, and Competencies Applied or Developed	13
During the Training Period	
CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS	14
4.1 Reflection on the Learning Outcomes Achieved During the Industrial	15
Training	
4.2 Examples of Successful Projects, Accomplishments, or Challenges	16
Overcome	
CHAPTER 5: RECOMMENDATIONS AND CONCLUSION	17
5.1 Suggestions for Improvements in the Industrial Training Program	18
5.2 Recommendation for the Organization to Enhance the Information	18
Management Practices Based on the Student's Observations and	
Experiences	

5.3 Summary of the Key Findings and Insight from the Industrial Training	19
Experiences	
References	20
Appendices	21 - 23

LIST OF FIGURES

	Figure no.	Pages
1	Front Page of Industrial Training	2
2	Balai Felda Building	6
3	FIC Logo	6
4	FICSB Organizational Chart	6
5	Department in FICSB	9
6	Homepage of the SharePoint	10
7	Interface of SharePoint	10
8	Interface News in the SharePoint	10
9	Interface of SharePoint	10
10	Interface of HR Excel	11
11	Interface of HR evaluation scores	11
12	Interface of HR evaluation scores	11
13	Interface of HR evaluation scores	11
14	Merdeka Sihat Event	12
15	Merdeka Sihat Event	12
16	Syabuyaki buffet	12
17	Picture with Ms. Lala	12
18	Proses graph	22
19	Attendance sheet	22
20	Picture with FIC staff	22
21	Picture with Ms. Lala	22
22	Interface of proposal	23