

**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY
STUDIES**



**AM228
BACHELOR OF ADMINISTRATIVE SCIENCE (Hons)**

PRACTICAL TRAINING REPORT

**UNIT PENGURUSAN SUMBER MANUSIA
JABATAN KETUA MENTERI SARAWAK**

**BAZLI ADAM BIN UMAR BAKI
2012309907**

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Verily all praises is for Allah, we seek His help and His forgiveness. We seek refuge with Allah from the evil of our own souls and from our bad deeds. Whomsoever Allah guides will never be led astray, and whomsoever Allah leaves astray, no one can guide. I bear witness that there is no god but Allah, and I bear witness that Muhammad is His slave and Messenger. Amma ba'du (to proceed);

First and foremost, I would like to thank Allah the most High for His blessings and love. Without the good health and the opportunity that He bestowed upon His slave, I will never be able to complete this practical training. I would also like to thank my practical training supervisor, Puan Nadrawina Isnin for her continuous support and guidance for me in completing this report.

My special thanks go to Encik Desmond Douglas Jerukan of Human Resource Management Unit (HRMU), Chief Minister's Department for accepting me as part of the Section 4 team. The challenges that I faced during my time at the department helped me to be more confident of myself and it also developed my skills in doing office-related work. Being under Encik Desmond's supervision for six weeks and with the help of his friendly staffs, the experience was truly engaging and overall, it was an enjoyable learning experience.

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CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.1 A Brief Look on History of Sarawak Civil Service

Sarawak is the largest state in Malaysia. Being the biggest state, the vast area of the state, dotted by scattered population centres, poses a great administrative challenge for the government. However, the state is lucky to have a good government system backed by a Civil Service which evolved over the years since the early Brooke era. In this part, we will give a brief summary on the history of Sarawak Civil Service (SCS) starting from the era of the administration of Brooke family up until the current administration.

1.1.1 Brooke Administration Era

Sarawak is the largest state in Malaysia. Being the biggest state, the vast area of the state, dotted by scattered population centres, poses a great administrative challenge for the government. However, the state is lucky to have a good government system backed by a Civil Service which evolved over the years since the early Brooke era.

Sarawak Civil service was first known as Sarawak Administrative Service (SAS) established by James Brooke when he was given the territory of Sarawak in 1841. James Brooke had served in the East India Company's army in his younger days.

CHAPTER 2: SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

The experience of completing six weeks of practical training at the Chief Minister's Department was truly beneficial and exposed me to the real working environment. I felt that this training strengthened my resourcefulness, problem-solving skills, self-confidence, self-discipline and sense of responsibility. It provided me the opportunity to gain hands on work experience that is not available in the classroom by enabling me to put implicit knowledge into action as this practical training provided me the chance to demonstrate the ability to apply classroom knowledge, develop and strengthen professional work habits.

Another importance of this practical training is that I am able to learn my strengths and weaknesses by benchmarking myself against learning objectives and receiving feedback from my supervisor. I believe that this is a unique learning opportunity that I may never have again as a working adult. The practical training also enabled me to develop network with the staffs and officers in the Human Resource Department. As people say, knowing people never hurts. Getting to know the people in the department enables me to update myself on the human resource policy of the Sarawak State government. Among the task that was