



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**

PRACTICAL TRAINING REPORT

**PROCEDURE PRIOR TO DISMISSING AN EMPLOYEE GUILTY OF
MISCONDUCT IN FELDA GLOBAL VENTURES**

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CHAPTER TWO
SCHEDULE OF PRACTICAL TRAINING

2.1 Introduction

This chapter cover a summarizing of the daily task given during my practical training at Felda Global Ventures Holdings (FGV). This is having records in my Logbook. My practical training only takes for 6 weeks, start from 21st July 2014 until 29th August 2014. I have attached under Industrial Relations Unit. First day in an organization, I being introduced regarding Board or Director in Felda Global Ventures and function of Human Resources Department by En Mohd Yusof Bin Baharom as a Human Resources manager in FGV. Human Resources Department in FGV has been classified into four main components. Which are Industrial Relations, Training and Development, Staffing and Compensation and Benefits. In Industrial Relation unit, it has been divided into 3 sub function. There are disciplinary, court cases and union. During the first day of practical training, I have learnt regarding what is the function of Industrial Relation component in FGV. Industrial relations has become one of the most delicate and complex problems of modern industrial society. Industrial progress is impossible without cooperation of labours and harmonious relationships. Therefore, it is in the interest of all to create and maintain good relations between employees (labour) and employers (management). There are my task and nature of task during my practical training at FGV.

2.2 Week's One (21st July 2014 – 25th July 2014)

DATE	NATURE OF WORK
21st July 2014 (Monday)	<p>1) Read Code of Ethics and Employee Engagement in Felda Global Ventures.</p> <ul style="list-style-type: none"> • This task given is to understand the rules and regulation that need to be followed by the employee and employers in the organization. • From the reading, I have learnt about responsibility of the staff towards the organization. • Since I have put in the Industrial Relation Unit, I need to focus on Code 24 that included in the Act • Code 24 is about the general rules, forbidden, action that clash with company benefits, investigation procedure and disciplinary action. <p>2) Case review.</p>