



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

**PRACTICAL TRAINING REPORT  
DARO DISTRICT OFFICE**

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## **CHAPTER 1**

### **INTRODUCTION**

#### **1.1 Introduction**

This chapter consist the introduction to the organization on which the internship was attending. In this chapter, the history of the organization will be briefly explained in this chapter. Besides that, the mission and vision of the organization also will be stated in this chapter. To know more about the organization, the organization policy also will be explained. Other than that, the organizational structure also provided in this chapter so that the overview will be made known regarding this organization since that the running of this organization is carrying by the staff in this organization. The core of business of this organization also explained in this chapter.

**2.2 Week 1 (20.01.2016 – 22.01.2016)**

It was so nervous before I was stepped in to the office. I was frightened that the staff at the office would not be friendly to me since that I am assuming that I am the only Iban in the organization and all the other are Melanau. So many things pop up in my mind. Among one of them was how I am going to serve the people at this district since that I am not from their own race and my ability to speak Melanau was at the range of three out of five.

Once I knock on the door and open it, it is all out of my expectation. The staff there welcomed me with smile and they are so friendly. They ask me to wait there for my supervisor to come. Around 7.55 am, she comes with smile and greets everyone good morning. It impresses me at first sight on how this office has the value of respect towards each other regardless of any position that they hold.

I was asked to follow her to her office for further introduction. I was introduced myself and so do her. After that, I was handed my report duty form, supervisor evaluation form and also the offer letter. When it all finish, she was given me a short briefing on the organization on how they manage the work, how to maintain the harmony in the organization and also regarding the system that they use to record all the processes in Daro District Council. After the short briefing, I was brought by her to be introduced to all the staff both at the administration department and also to the financial department. I was feeling welcome when all of them smile and shaking my hand.

On the first day, I was more to job orientation. Learn on the vision, mission and also their policy in which I should follow while I am at the organization. It is where I was observing on the tasks that were done by all the staffs. The two ways communication was really important since that I need to ask them to get the explanation. This is