

INFORMATION OF SCIENCE STUDY

COLLEGE OF COMPUTING, INFORMATICS AND MATHEMATICS, UNIVERSITI TEKNOLOGI KAMPUS REMBAU

IMD310: INDUSTRIAL TRAINING

INDIVIDUAL ASSIGNMENT:

INDUSTRIAL TRAINING REPORT

PREPARED FOR:

SIR MOHD NAIM MOHD NASFI

PREPARED BY:

BALQIS NABILA BINTI IBRAHIM

STUDENT ID:

2022472508

SUBMISSION DATE:

WEEK 14

ABSTRACT

By exposing students to authentic work settings, enabling them to apply theoretical knowledge to real-world scenarios, and keeping them aware of the most recent technological advancements and industry information, industrial training seeks to improve students' educational experiences. It also encourages cooperation between academia and business, facilitating the sharing of resources and ideas. Overall, by combining classroom instruction with practical experience, these goals equip students for prosperous careers.

There are lots of main goals through these programmes. By applying the ideas, they have studied in class to real-world scenarios, students can strengthen their comprehension. Besides, students acquire knowledge about ethical standards, customs, and practices specific to their industries. On the other hand, through firsthand experience with business procedures, the training improves both hard and soft skills.

TABLE OF CONTENTS

1.0 CHAPTER 1: INTRODUCTION	1
1.1 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM	1
1.2 PURPOSE AND OBJECTIVES OF THE REPORT	1
1.3 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS OF DIPLOMA IN INFORMATION MANAGEMENT	
2.0 CHAPTER 2: ORGANIZATIONAL INFORMATION	3
2.1 OVERVIEW OF THE ORGANIZATION	3
2.2 ORGANIZATIONAL STRUCTURE	6
2.3 DEPARTMENTAL STRUCTURE AND FUNCTION RELATED TO INFORMATION MANAGEMENT	
2.4 EXPLANATION OF THE STUDENT'S ASSIGNED DEPARTMENT OR UNIT WITH THE ORGANIZATION	
3.0 CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	9
3.1 DETAILED DESCRIPTION OF THE TASKS, PROJECTS, AND ACTIVITIES UNDERTAKEN DURING THE INDUSTRIAL TRAINING	9
3.2 EXPLANATION OF THE SKILLS, KNOWLEDGE, AND COMPETENCIES APPLIE OR DEVELOPED DURING THE TRAINING PERIOD	
4.0 CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS	. 27
4.1 REFLECTION ON THE LEARNING OUTCOMES ACHIEVED DURING THE INDUSTRIAL TRAINING	27
4.2 DISCUSSION OF PERSONAL GROWTH, SKILLS ENHANCEMENT, AND PROFESSIONAL DEVELOPMENT	27
4.3 EXAMPLES OF SUCCESSFUL PROJECTS, ACCOMPLISHMENTS, OR CHALLENGES OVERCOME	28
5.0 CHAPTER 5: RECOMMENDATIONS AND CONCLUCIONS	. 29
5.1 SUGGESTIONS FOR IMPROVEMENTS IN THE INDUSTRIAL TRAINING PROGRAM	29
5.2 RECOMMENDATIONS FOR THE ORGANIZATION TO ENHANCE THE INFORMATION MANAGEMENT PRACTICES BASED ON THE STUDENT'S OBSERVATIONS AND EXPERIENCE	30
5.3 SUMMARY OF THE KEY FINDINGS AND INSIGHTS FROM THE INDUSTRIAL TRAINING EXPERIENCE	31
REFERENCES	. 32
APPENDICES	33

LIST OF TABLES

FIGURE	PAGE
Figure 1: The Logo of Organization	3
Figure 2: The Logo of Department of public Health Medicine	4
Figure 3: Organizational Chart of Public Health Unit	6
Figure 4: Tour to HPKK	9
Figure 5: Talk with Director of HPKK	9
Figure 6: Blood type test	10
Figure 7: Blood type test	10
Figure 8: Set up banner	10
Figure 9: With senior student of internship	10
Figure 10: Briefing about work	10
Figure 11: Presentation	10
Figure 12: Progress in making report	11
Figure 13: Learning autocrat	11
Figure 14: Briefing about tasks	11
Figure 15: Me and the teams	11
Figure 16: Elderly's sport	12
Figure 17: Elderly's sport	12
Figure 18: Went out with staff	12
Figure 19: Public Health Unit	12
Figure 20: Explanation about banner	13
Figure 21: Progress doing report	13
Figure 22: Lesson about google forms	13
Figure 23: Lesson of Google forms	13
Figure 24: Talk slide	14
Figure 25: Talk with HCTM's Director	14
Figure 26: Progress report	15
Figure 27: Visit to Department of Communication Corporat	15

Figure 25: How to count mean on excel	15
Figure 26: Spiderchart	15
Figure 7: Progress report	16
Figure 32: Visit to HCTM's Library	16
Figure 32: Visit to HCTM's Library	16
Figure 33: Floor plan of event	17
Figure 34: Floor plan of event	17
Figure 33: Meeting about event	17
Figure 36: Banner of the conference	18
Figure 37: Lanyard event	18
Figure 38: At registration counter	18
Figure 39: Conference in ballroom	19
Figure 40: Conference in ballroom	19
Figure 41: Conference in ballroom	19
Figure 42: Picture with my teammate	19
Figure 43: Progress report	20
Figure 44: Result of certificate	20
Figure 45: Progress learning autocrat	20
Figure 46: Picture after "gotong-royong"	21
Figure 47: Discussing between supervisor and Sir Naim	22
Figure 48: Picture supervisors HCTM with Sir Naim and Sir Alman	22
Figure 49: Picture with internship student from Japanese	22
Figure 50: Talk session	23
Figure 51: Talk session	23
Figure 52: Foods of farewell party	23
Figure 53: Eating together with supervisors	23
Figure 54: Presentation for new internship students	24
Figure 55: Picture with staff and head of department	24
Figure 56: Picture with supervisors	24
Figure 57: Picture with staff	24