



اُونِيُوَرْسِيْتِي تِيكْنُوْلُوْجِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

**UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN,
KAMPUS REMBAU**

**INFORMATION SCIENCE STUDIES, COLLEGE OF COMPUTING, INFORMATICS AND
MATHEMATICS**

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD310):

INDUSTRIAL TRAINING REPORT

PREPARED BY:

NORDIANA NADIA BINTI MOHAMAD SABRI

2022469836

PREPARED FOR:

MOHD NAIM BIN MOHD NASFI

GROUP:

N5CDIM1105B

DATE OF SUBMISSION:

2024/2025

Table of Contents

CHAPTER 1: INTRODUCTION	1
1.0 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM.....	1
1.1 PURPOSE AND OBJECTIVES OF THE REPORTS.	1
1.2 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS FOR DIPLOMA INFORMATION MANAGEMENT.....	2
CHAPTER 2: ORGANIZATIONAL INFORMATION	3
2.0 OVERVIEW OF THE ORGANIZATION WHERE THE INDUSTRIAL TOOK PLACE.....	3
2.1 ORGANIZATIONAL STRUCTURE IN MPAJ	5
2.2 DEPARTMENTAL STRUCTURE AND FUNCTION RELATED TO INFORMATION MANAGEMENT	6
2.3 EXPLANATION OF THE STUDENT'S ASSIGNED DEPARTMENT OR UNIT WITHIN THE ORGANIZATION.....	7
CHAPTER 3: INDUSTRIAL TRAINING ACTIVITIES	9
3.0 DETAILED DESCRIPTION OF THE TASKS, PROJECT AND ACTIVITIES UNDERTAKEN DURING THE INDUSTRIAL TRAINING.	9
3.1 EXPLANATION OF THE SKILLS, KNOWLEDGE, AND COMPETENCIES APPLIED OR DEVELOPED DURING THE TRAINING PERIOD	26
CHAPTER 4: LEARNING OUTCOMES AND ACHIEVEMENTS	27
4.0 REFLECTION ON THE LEARNING OUTCOMES ACHIEVED DURING THE INDUSTRIAL TRAINING	27
4.1 DISCUSSION OF PERSONAL GROWTH, SKILLS ENHANCEMENT AND PROFESSIONAL DEVELOPMENT	29
4.2 EXAMPLE OF SUCCESSFUL PROJECTS, ACCOMPLISHMENTS OR CHALLENGES OVERCOME	30
5.0 SUGGESTIONS FOR IMPROVEMENTS IN THE INDUSTRIAL TRAINING PROGRAM	31
5.1 RECOMMENDATIONS FOR THE ORGANIZATION TO ENHANCE THE INFORMATION MANAGEMENT PRACTICES BASED ON THE STUDENT'S OBSERVATIONS AND EXPERIENCES	32
5.2 SUMMARY OF THE KEY FINDINGS AND INSIGHTS FROM THE INDUSTRIAL TRAINING EXPERIENCE.....	34
REFERENCES.....	35
APPENDICES.....	36

LIST OF TABLES AND FIGURES

Figure 1 Logo MPAJ	3
Figure 2 Location map.....	3
Figure 3 organizational chart in MPAJ.....	5
Figure 4 department structure in KHP	6
Figure 5 staff in KHP	7
Figure 6 task in week 1.....	9
Figure 7 task 2 in week 1.....	10
Figure 8 task 2 in week 1.....	10
Figure 9 task in excel	11
Figure 10 task minutes files	13
Figure 11 task update sallery	15
Figure 12 task handling interview	17
Figure 13 task send mail out	18
Figure 14 example of letter	18
Figure 15 Photos with MBK.....	20
Figure 16 calling candidates.....	21
Figure 17 Stadium MPAJ	23
Figure 18 Stadium MPAJ	24
Figure 19 task a day as operator	25
Figure 20 susccesful project.....	30
Figure 21 appendice 1.....	36
Figure 22 pictures with penolong kanan in KHP	36
Figure 23 sambutan hari kemerdekaan	36
Figure 24 GM with sir naim.....	37

CHAPTER 1: INTRODUCTION

1.0 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM

Industrial Training refers to a program that aims to provide managed good practical training within a specific time frame like examples like Diploma's student of Universiti Teknologi Mara for only 2 months. Industrial training gives an opportunity to student with the information and skills that have been learned in class from previous semester. This step is crucial to all students to encourage them in becoming a successful and professional. It also primary to expose students to real-world work environments, allowing to apply theoretical concepts learned in classrooms to practical situations. This exposure not only enhances their understanding of industry operation but also equips them with essential skills required for future careers. With this program's existence, students should be able to gain hands-on experience, which is vital for their professional development and employability.

1.1 PURPOSE AND OBJECTIVES OF THE REPORTS.

The objectives of this Industrial Training proposal are as follows:

1. **To share my experience and learning during internship:** Highlight the practical skills and knowledge I acquired during the internship, showcasing how they relate to my academic studies.
2. **Reflect on Professional Development:** Analyse the growth I experienced in terms of personal and professional skills, including communication, teamwork, and problem-solving.
3. **Provide Insights into the Industry:** Offer an overview of the work environment and industry practices, helping to illustrate the realities of working in Information Management.
4. **Contribute to Future Interns:** Share valuable lessons and recommendations for future interns, providing guidance on how to maximize their industrial training experience.
5. **Evaluate the Impact of Training:** Assess how this internship has prepared me for my future career and contributed to my overall educational journey.

1.2 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS FOR DIPLOMA INFORMATION MANAGEMENT

Industry internships also allow students to network with professionals in their field, which can lead to valuable connections and future job opportunities. It is an excellent opportunity for students to gain valuable experience while honing their technical and professional skills. It will enable students to understand the theories studied with more detailed and hands on practice withing a real job situation.

Through this industrial training, it provides a great opportunity to apply theoretical knowledge to practical problems. During 2 months internship, we enable to tackle actual problems that business faces every day. This hands-on experience helped us understand not just how to apply those theories, but also why it matters in a practical sense. Being able to see direct impact in work fields was great because it was not only just about memorizing facts, it also about solving real challenges and contributing to the team's success.

Moreover, Internship training program also helps to learn the importance of teamwork, communication, and problem-solving skills development. Teamwork are the essential terms to learn not only in school or university but also in work fields. Effecting communication can ensure that the team and teamwork functioned smoothly. Internship training program also an initiative to give student participate in team work from different ages in which need more maturity and open-minded skills.

In summary, industrial training is significant for Diploma Information Management students because it provides them with practical experience, enhances skills, prepares students for the workforce, and helps them build professional networks. This experience is essential for their personal growth and career readiness.