



اُنِيْوَرْسِيْتِيْ تِيْكْنُوْلُوْجِيْ مَارَا
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UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN CAMPUS REMBAU

DIPLOMA IN INFORMATION MANAGEMENT (IM110)

INDUSTRIAL TRAINING

(IMD 310)

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ABSTRACT

The eight-week industrial training experience at Majlis Daerah Kuala Pilah (MDKP), where the student worked in the Corporate and Tourism division performing a variety of administrative and event management duties, is summed up in this report. The main responsibilities included responding to consumer questions and grievances, helping to create and build infographics for events, and helping employees with site visits and activity planning. The student also improved their skills in data management, social media content generation, and graphic design by gaining useful experience with digital tools and platforms. Through practical experience, the student gained insight into the day-to-day operations of a local government body and strengthened their organisational, communication, and problem-solving abilities. This internship prepared the intern for future career prospects in public administration and event management by bridging the gap between academic study and practical application while also fostering personal and professional growth.

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CHAPTER 1: INTRODUCTION

1.1 Background of The Industrial Training Program

To pass their Semester 4 grade in Diploma of Information Management, all student of the University of Technology Mara (UiTM) Rembau campus must go through industrial training. The students will engage in industrial training, often known as "practical" training or "internship", in the selected company for two months. During that period, the student must follow all company rules and regulations, including those pertaining to attendance, behaviour, and manners.

Before they graduate, students who participate in industrial training get a firsthand look at the working world. To make sure that the knowledge they have acquired will be helpful in the future, they will apply in courses that are relevant to the practical. Students can pick up new knowledge and abilities relevant to their courses at the University Technology Mara (UiTM) Rembau campus throughout the training term. Students are also mentored by seasoned experts with a wealth of expertise, which makes them more effective employees.

Following a briefing on the industrial training program during the first few weeks of their fourth semester, students search for internship opportunities in the vicinity of their homes to facilitate travel to work locations. Students must enquire with the various organisations that handle information, grant access to information, and facilitate user interaction with information about their willingness to take on internship students for the designated duration and submit an application to work for any desirable agencies that are hiring.