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UNIVERSITI  
TEKNOLOGI  
MARA

**SCHOOL OF INFORMATION SCIENCE COLLEGE OF COMPUTING,  
INFORMATICS AND MATHEMATICS,  
UNIVERSITI TEKNOLOGI MARA NEGERI SEMBILAN, REMBAU CAMPUS**

**DIPLOMA IN INFORMATION MANAGEMENT  
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**INDIVIDUAL ASSIGNMENT  
(INDUSTRIAL TRAINING REPORT)**

**PREPARED FOR:**  
MADAM NURHIDAYU BINTI MD YATIM

**PREPARED BY:**  
MUHAMMAD AKMAL THAQIF BIN ADLI 2022857704

**GROUP:**  
CDIM1105B

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## **ABSTRACT**

This report provides an information and overview of the practical experience gained during the 8 weeks of industrial training. The industrial training was conducted at Hospital Islam Az-Zahrah, Bandar Baru Bangi. Industrial training has offered a valuable insights into the professional environment and enabled students to apply their knowledge that they gained from their campus to the professional field. Throughout the industrial training, students were provided with a variety task that related with information management including task manager, data entry and assets tagging. This report also highlighted the organizational structure student's assigned roleds and the projects that were assigned to the students. Key learning outcomes include improved problem-solving abilities, individual's soft skills, communication skills, and time management of the students. Additionally, the challenges encounter by students address them to discussed and open with student's own perspective and decision-making. The industrial training was a valuable opportunity for students to develop skills and professional growth as students can have a chance to experience the real workflow at the company. This report concludes with a recommendation for future development within the academic institutions and organizations.

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Figure 3.8.2: Merdeka Event's Venue

## **1.0 INTRODUCTION**

### **1.1 INDUSTRIAL TRAINING PROGRAM**

Industrial training is one of a crucial aspects that needs to be undergoing by most students. This is because, industrial training can bring a lot of benefits and knowledge for the students. With the knowledge that students gained from their industrial training, they can use the knowledge in their studies and perhaps in their future jobs. Therefore, industrial training can be one of the most important aspects for student to gain knowledge during their studies.

Industrial training or some called it internship brings some similarity as industrial training involves work experience done during the program of study that is relevant to professional development prior to graduation while internship is the case where students or trainee who works in an organization in order to gain work experienced. In short, both industrial training and internship have the same purpose as both of these term aims to give an experienced to the students. At the end of the day, the knowledge that were gained by the students can be implemented in various aspects.

There is some evolution of training from the past to the modern era. This training has been evolved as it was purposely aimed to train people on some basic knowledge of surviving. It is stated that people pronounced the training as apprenticeship and on-the-job training back in the pre-1800s. In this modern era, the industrial training has become a trend where most of the people has undertake the task to attend the training as the success of personal social networking catches the attention of training departments and the concept of social learning takes on new dimensions.