



INDUSTRIAL TRAINING REPORT

INTERNSHIP REPORT



Figure 1 : KETENGAH Office Front



LEMBAGA KEMAJUAN TERENGGANU TENGAH (KETENGAH)

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STUDENT ID :

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PROGRAM :

BACHELOR IN HUMAN RESOURCES
MANAGEMENT (BA243)

PREPARED FOR :

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Figure ii : KETENGAH Office Drone View

EXECUTIVE SUMMARY

The details of my internship at Lembaga Kemajuan Terengganu Tengah, also known as KETENGAH, where I was assigned to the Human Resources department for my practical attachment from March 1, 2024 to August 11, 2024, will be revealed in the executive summary of my results. This report discusses the strategic and fundamental duties that I worked on as an intern in the HRM department, as well as the difficulties that I learned about. The specific goals of my internship included gaining practical experience in the operation of HR operations, understanding how HRM policies and procedures are implemented, and increasing organizational effectiveness through various HR activities.

During my internship, I was responsible for participating in hiring processes, preparing program memos, arranging personal staff files, assisting in updating the staff training curriculum, entering bills for staff treatment into the system, and updating staff names. Through these encounters, I became acquainted with a variety of aspects of HR administration. This lesson was learned during my internship, where I was able to observe the strategic component of human resource management in organizations. I have noticed that aligning company goals with HR procedures, as well as creating a positive organizational climate, can help me work more successfully to boost employee engagement and productivity.

In conclusion, I would say that my internship at Lembaga Kemajuan Terengganu Tengah (KETENGAH) was a beneficial experience that broadened my understanding of HR procedures and provided me with the hands-on experience required for a career in human resources. I appreciate the opportunity and am forward to apply these ideas in my future endeavors.

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Organization Name & Logo



LEMBAGA KEMAJUAN TERENGGANU TENGAH (KETENGAH)

Address

**LEMBAGA KEMAJUAN TERENGGANU TENGAH
BEG BERKUNCI NO 3,
23409 AL-MUKTAFI BILLAH SHAH
TERENGGANU**

OPERATION HOURS :

- **8.00 a.m. until 5.00 p.m. (Sunday to Wednesday)**
- **8.00 a.m. until 3.30 p.m. (Thursday)**



Figure iv : KETENGAH Office (Drone View)

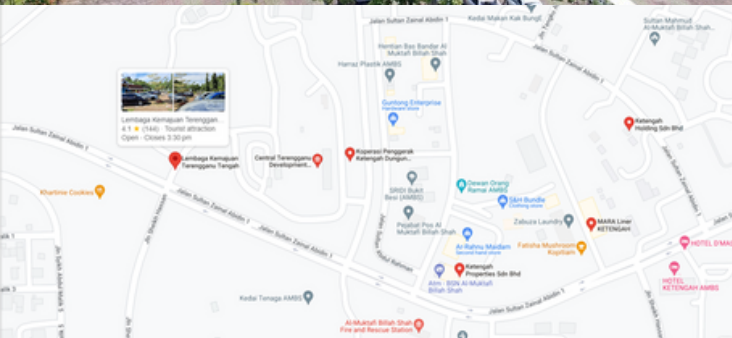


Figure vi : KETENGAH Office (Map View)



Figure v : KETENGAH Office (Entrance)