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INDUSTRIAL TRAINING REPORT AT PEJABAT KESIHATAN DAERAH KUALA PILAH

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EXECUTIVE SUMMARY

My six months of industrial training began at the Pejabat Kesihatan daerah Kuala Pilah (PKDKP) which operates as a government organization that under Kementerian Kesihatan Malaysia. PKDKP does not offered any product to community because of PKDKP is a service orientation organization. PKDKP plays an important role for administering and coordinating health services at the Kuala Pilah district level. In this industrial training report, it shows that some sections that follow the guideline that provided to us such as student's profile, company's profile, training reflections, SWOT analysis, discussion and recommendation, conclusion, references and appendices.

Next, I got the opportunity to learn in administrative unit such as finance, human resources, asset and store and others. During the industrial training, I was able to analyse the PKDKP's SWOT (strengths, weaknesses, opportunities and threats). The strengths of PKDKP are a primary sources and references for obtaining information and PKDKP have experience and competent employees. For weaknesses, PKDKP is lack of employees in administrative unit and lack of workspace in the office. Next, the opportunities that PKDKP has are easily to collaborate with other organization in Kuala Pilah and this organization always provide National Health Screening initiatives (NHSI) to community. Then, there are recommendations in this report that show how to improve or maintain all the elements or points in this report. This report also has some references and appendices at the end of report.

Lastly, I realized that PKDKP is the best place for industrial training and gain new knowledge about office system management. I can improve some skills during this industrial training such as communication skills, typing skills, record management skills, technical skills and others. It shows that I was enjoying my internship in 6 months at Pejabat Kesihatan Kuala Pilah.

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First and foremost, Alhamdulillah, I would like to thank Allah S.W.T and His Messenger, Prophet Muhammad S.A.W., for His blessing, which made it possible for us to complete this industrial training at Pejabat Kesihatan Daerah in Kuala Pilah district and prepare a report on this industrial training well. Likewise, I am grateful to God for providing sufficient health and financial sustenance throughout my industrial training to enable me to attend the workplace successfully

I would like to express my gratitude to my lecturer also as my advisor during industrial training, Madam Nurhafizah Binti Mohd Zolkapli for her patience, support, guidance and opinions throughout the process of completing this assignment. Her encouragement and insights really helped a lot in improving the quality of our assignment.

After that, I would like to show my thankfulness to the Pejabat Kesihatan Daerah Kuala Pilah (PKDKP) for accepting me as a trainee or practical student for industrial training. All of their employees trained me so much about this agency's operation that make me able to resolve the issue that arose during my industry training.

Lastly, I would like to express my gratitude to my supervisor, Sir Hasrul Faiz bin Ramli who has always gone above and beyond to assist me in this task, despite his own busy schedule. Last but not least, I would like to express my heartfelt gratitude to my family who prays for my success in most every prayer and provides moral support every day during my industrial training as well as the preparation of this report. Not to be forgotten, I would like to thank my family, friends and everyone for their unwavering encouragement and helpful assistance.

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