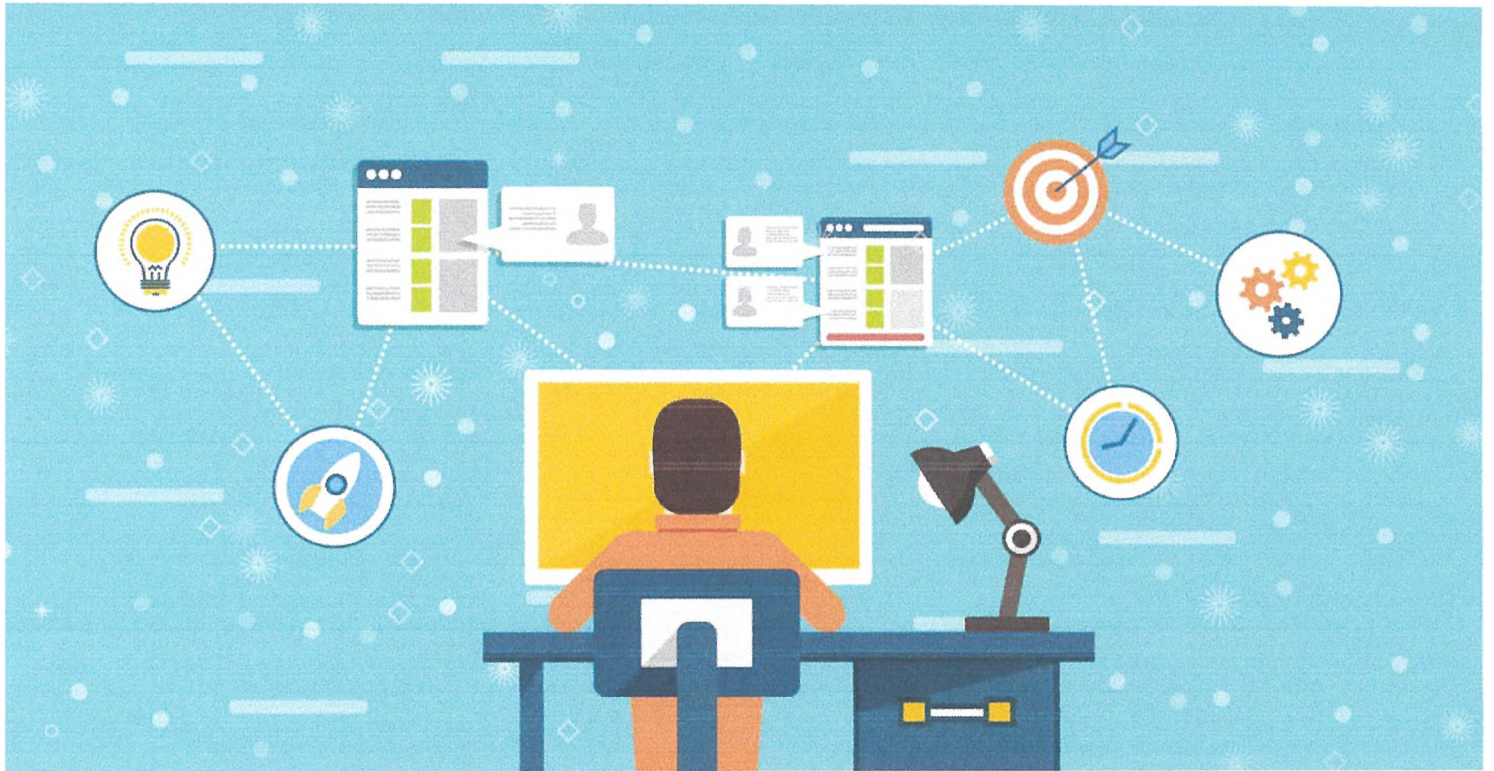




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UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT AT TAMPIN DISTRICT COUNCIL

3 March – 15 August 2025



SHAMIL IRFAN BIN SHAHRUN NAZRI | 2022495848 | BA232

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EXECUTIVE SUMMARY

This is a report of the overview of my Tampin District Council industrial training placement experience between 3rd March – 15th August 2025. It underscores the background of the organization, its services, and the tasks that I conducted under the Administrative Department. Generally, a thorough SWOT analysis was performed according to the observations which I made during my training, revealing the following strengths of the activity of the Council, weaknesses, threats and opportunities. Every point is followed by realistic and practical suggestions on the basis of recent academic research. The gleanings of this training have crystallized my perceptions about the workings of local government and the essence of effective delivery of services in collaboration, digitalization and outreach to the community.



ACKNOWLEDGEMENT

I would like to express my heartfelt gratitude to Tampin District Council for providing me the opportunity to undergo this industrial training. Special thanks to my supervisor, Mr Othman Bin Manhart, for their guidance throughout the program. I also appreciate the support of my faculty advisor, Madam Munirah Binti Mohd Jidi, and the cooperation of my colleagues at the organization. Finally, I am grateful to my family and friends for their encouragement during my industrial training period.



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