

HRM 666

INDUSTRIAL TRAINING REPORT

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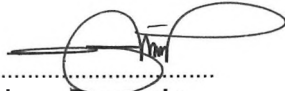
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Nama Pelajar	SYAZA LINA BINTI KHAIRI		
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Tajuk Laporan	Industrial Training Report	Nama Syarikat	PPD MUAR

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Yang Benar


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EXECUTIVE SUMMARY

I started my 6-month industrial training at Pejabat Pendidikan Daerah Muar (PPD), Muar, Johor, which was both intriguing and intrusive. I am a final year student in the course Bachelor of Business Administration in Human Resource Management at Universiti Teknologi MARA, Campus Bandaraya Melaka.

My industrial training in the Finance department at PPD Muar that gave participants a thorough and holistic understanding of the day-to-day workings of a progressive and dynamic company. This six-month training has been a such a combination in a academic understanding with practical expertise, providing priceless insights into the complexities of PPD Muar.

In addition, during the internship, learning in PPD Muar helped me improve my problem-solving and administrative skills, among other things, especially involving people. Administrative management is the main core of my training, which it includes active a variety of administrative responsibilities, and hands-on learning.

Under the Unit Industrial in UiTM they have provided us with enough of resources as the guidelines for this report. This report's objective is to determine my organization's SWOT Analysis and offer suggestions for addressing its threats and weaknesses.

The internship under the unit Finance is known for its notable strengths, such as active engagement and strong reputation, and branding. Weaknesses that have been identified include insufficient resources and bureaucratic inefficiencies.

Apart from that, under the PPD Muar, opportunities that Corporate Social Responsibility (CSR) and Sponsorships, and technology advancements

The threats such as social media exposure and public exposure and cybersecurity, and data breaches.

This report also offers recommendations, including school engagement programs, active engagement with stakeholders, fostering good organizational practices, actively posting on social media, decentralize the resources, flatten organizations, change system with digital signature, clear understanding framework for CSR, centralized digital filing and tracking system training on staff, and lastly is establishing a strong data governance framework.

In conclusion, this industrial research examines the Internship Unit and provides suggestions for improvement. The findings and recommendations seek to constantly enhance the internship program, assuring its success and effectiveness

ACKNOWLEDGEMENT

Bismillahirrahmanirrahim



In the name of Allah, the Most Gracious, the Most Merciful

First of all, I would like to thank praise and honor and in the name of Allah SWT who gave me above all the excellent opportunity and ability to do the work and also enabled me through his kindness and with the blessing of sound health.

Then, I would like to thank my departmental supervisor Mrs. Nurul Ezwin Binti Mohd Noor for her guidance and technical support given and Mrs. Ina Murni Binti Hashim as my academic advisor who provide me the exposure to do my internship successfully.

Specific thanks go to the management especially Mrs. Faridah Binti Ahmad and staff Pejabat Pendidikan Daerah Muar for accepted my request and placement for to carry out my field. Without their consideration accepting me I might not succeed completing my internship.

I would like to extend my sincere gratitude and honour to all my fellow interns who greatly supported me all through my internship training period. It was not easy to undertake such a huge task without their support and kindness. Last but not least, I would like to thank with my family without their support and advise I would not be able to complete my internship in time.

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