

**UNIVERSITI TEKNOLOGI MARA SARAWAK  
FACULTY OF ADMINISTRATIVE SCIENCE & POLICYSTUDIES  
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)**



**PRACTICAL TRAINING REPORT (ADS667)**

**EXACT TRAINING CONSULTANT ✓**

**PREPARED BY**

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## CHAPTER 1



### 1.0 BACKGROUND

Exact Training Consultant was established on 21st May 2007 by Mr. Mohd Fazli Bin Abdul Manaf as the Managing director. Their main core thrust is based on quality in implementation of program also in work culture. The organization also has their own unique approaches in handling programs with beneficial content and philosophy in explicit and implicit aided form of modules (personal communication, 2016).

Exact Training Consultant is experienced in program involving government sectors, educational institutions all over the country such as Universiti Kebangsaan Malaysia (UKM), Universiti Pendidikan Sultan Idris (UPSI), Politeknik, PETRONAS, Malaysia Airlines (MAS), Malaysia Airlines Cargo Sdn. Bhd (MASkargo), Kuala Lumpur Airport Services (KLAS), Tabung Haji, Pertubuhan Kebajikan Islam Malaysia (PERKIM), Institut Kemahiran Belia Negara (IKBN), Maktab Rendah Sains Mara (MRSM), Kolej Komuniti, Kem ASUH, Yayasan Selangor, District Education Offices, Kementerian Kesihatan Malaysia (KKM), Jabatan Zakat Kedah and schools around Selangor, Kuala Lumpur, Putrajaya and Negeri Sembilan.

They believed in quality due to 80% of their customer continued using the services. Exact Training Consultant also have committed teamwork and experienced in handling program and it became their main strength to give the best in quality, contents and managing programs (personal communication, 2016).

## 1.2 LIST OF PROGRAMS

Exact Training Consultant focused on three target group which is government bodies, private and corporate, and higher education (IPT) and schools.

For the government bodies, Exact Training Consultant have to provide based courses like team building course, outstanding employee transformation course, organizational excellence course, effective leadership course, effective communication course, and stress management course. This is focused to keep them aligned to their purpose and goals, to develop good working relationships between all members, giving them experience of working with different team members, to nurture shared problem solving and generating new ideas, to introduce processes so that they work effectively together example daily huddles, flash problem solving meetings, regular state of play meetings, communication systems, and to establish clear short term goals and methods for celebrating achievement and milestones

Then, for private and corporate, this company also provide course same like for government bodies. This part we focused on how to increase the business knowledge, so that the team and individual members can take on more responsibility. The leader delegates to the team or to small project groups to encourage problem solving, innovation and leadership for specific projects or tasks so that they take on more responsibility. Team meetings reduce, team project increase. Leadership of projects or meetings rotates. And last, to get the team to set its own goals.

For higher education and schools, this company has to provide various course for them like motivational camp students, student leadership camp, camping uniformed units, Islamic program, smart prayer program, 'Ihya' Ramadan' program, camp students 'high risk' / 'hardcore', and answering techniques seminar exam. These courses focus on developing the best talent for the revitalization aqli and naqli.