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# HRM 666

MAGAZINE



## INDUSTRIAL TRAINING REPORT AT

UiTM Industrial Training Unit

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# EXECUTIVE SUMMARY

This is an industrial training report of my internship experience with the Industrial Training Unit (Unit Latihan Industri), Universiti Teknologi MARA (UiTM). During my internship, I observed the way the Industrial Training Unit organizes the training of students but also unites the university and the industry. The emphasis of the department on lifelong learning and professional development demonstrates actual strategic human resources management, particularly in aligning the capabilities of personnel with the organizational objectives.

SWOT analysis was done to evaluate the internal strengths and weaknesses and external opportunities and threats to the Industrial Training Unit. The main strengths have been determined as proper preparation of students prior to and during internship with the help of structured briefings and constant support, and sufficient communication channels that facilitate clarity, involvement, and psychological safety. These strengths are good HR practices that include role clarity and employee relations.

Nevertheless, the analysis has also shown some of the weaknesses, especially the high dependency on the manual processing of the documents related to the internship and the low data storage capacity. The impacts of these weaknesses are high chances of administrative errors, inefficiencies, and difficulties in keeping accurate and safe records. Regarding HRM, these restrictions can impact the compliance, audit preparedness and decision-making.

The prospects of the Industrial Training Unit are good in the sense that it can increase the quality of internship by developing partnerships with business and UiTM graduates and digitalising the internship management system. The opportunities are in line with the contemporary trends in HR including the use of digital HR systems, building talent pipeline, and enhancing employability. However, other external threats to the unit are the risk of data security and privacy breach, and reliance on the validity of the information given by external stakeholders.

# ACKNOWLEDGMENT

In the first instance, I would like to thank Allah SWT for all blessings, strength, endurance, and guidance to make it through the industrial training and complete this report. I would not have been persistent and achieved my goals without His assistance.

I also owe a lot to my industrial training advisor, Madam Siti Norashikin Binti Bashirun, whom I am grateful to have provided me with constant guidance, constructive feedback, and very important advice. The fact that she was dedicated and monitored me throughout the training process and when preparing for the presentation slide and this report.

I would like to express my gratitude to my supervisors, Dr. Nor Azmawati Binti Husain and Dr. Geetha A/P Muthusamy, for their continuous support, encouragement, and brilliant guidance. Their professionalism, motivation, and expertise have played a great role in ensuring that my industrial training report was of good quality and completed successfully. I do cherish their time, mentorship and commitment, which have pushed me to the ladder of excellence.

I would also like to mention and congratulate all lecturers, the staff and my colleague, Nur Fatin Hanani Binti Amzah who have helped me, provided me with their support, and kindness during my industrial training. Their mentorship and readiness to provide their experience and knowledge as a source of learning led me to a good experience that I will carry on with me in my future profession.

Finally, I want to greatly appreciate my dear family and friends who remained faithful to support me and pray, as well as understand me. Especially to my late father, Selamat Bin Kundari who was a strong inspiration for me to go through the whole process of studying for a degree. I am indeed very lucky to have such nice individuals in my life who supported me throughout this process.



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