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UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT
UITM CAWANGAN NEGERI SEMBILAN
KAMPUS REMBAU

INDUSTRIAL TRAINING REPORT

PERBADANAN PERPUSTAKAAN AWAM NEGERI SEMBILAN
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01ST AUGUST - 31ST DECEMBER 2018

DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declare that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

Signed by

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ABSTRACT

Industrial training is an important phase of a student life. A well planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. It develop an awareness of industrial approach to problem solving, based on a broad understanding of process and mode of operation of organization. The aim and motivation of this industrial training is to receive discipline, skills, teamwork and technical knowledge through a proper training environment, which will help me as a students in the field of Library Management to develop a responsiveness of the self-disciplinary nature of problems in library management. During a period of five months training at Perbadanan Perpustakaan Awam Negeri Sembilan (PPANS), I was assigned to do Oral History which is interview important figure to help the library to save the oriented document for reference and research for researchers and users in the future. As a result I vital to achieve the minimum requiremnt of the library, it will help the library to preserve the Oral History transcript. Throughout this industrial training, I have been learned techniques on how to interview people and improve my communication skills and able to implement what I have learnt for the past year as Degree in Library Management student in UiTM Cawangan Negeri Sembilan Kampus Rembau.

ACKNOWLEDGEMENT

The Industrial Training opportunity I had with Perbadanan Perpustakaan Awam Negeri Sembilan (PPANS) was a great chance for learning and professional development. Therefore, I consider myself as a very lucky individual as i were provided with an opportunity to be part of it. I am also grateful for having a chance to meet so many wonderful people and professionals who led me though this internship period.

The time I spent in PPANS as an industrial trainee from August - December 2018 was a memorable one for me as it was rich in experience sharing and helped me discover my potential. I have had so many rich experiences and opportunities that I personally believe will forever forever shape and influence my professional life while fostering personal growth and development.

My internship would not have been possible without the contribution and collaboration of others. My sincere gratitude:

- Mr. Hamdan, who is Assistant Director of PPANS Library. I want to thank him for giving me the opportunity to follow my industrial training at the library. He had the kindness to accept me in his company and guide me through my industrial training with advice and feddback despite his busy schedule.
- Admin Officer, Mrs. Suhaila for her support and constant supervision which contributed immensely to my personal development. I also thank her for her guidance which was a remarkable force that enabled me to success complete the industrial training. She helped and coached me during my industrial training by giving me feedback and tips.
- To the rest of PPANS staffs for their support and guidance which helped me to overcome the challenges I faced during past 23 weeks in PPANS.

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