



UNIVERSITI TEKNOLOGI MARA SARAWAK

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

PRACTICAL TRAINING REPORT

**EXPLORING BUSINESS OPPORTUNITIES AT PACHOR DAYAK HOTSPRING'S
VILLAGE**

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CHAPTER 1

INTRODUCTION

1.0 Background of Practical Training

A final year students of Bachelor Administrative Science (Hons), Faculty of Administrative Science and Policy Studies, Universiti Teknologi Mara (UiTM) are required to undergo the practical training. The students will be placed in the government or private organizations of their choice for a period of fifth weeks which is started from 21st July until 29th August 2014. During the practical training, the student also required to do a report. This training is very beneficial and important to expose students to the various aspects of industrial practises and ethics. The students are also able to apply the theories and knowledge that they have learned to the projects assigned to them. In this chapter would summarize on organizational background of the practical training place.

1.1 Purpose and Objectives of Practical Training

The objectives of the industrial training are:

- To expose students to the real working environment
- To train students of being familiar with the organization structure, operations, and administration.
- To acquire real experience in facing a real work situation.
- To enable students to integrate the theory learned at UiTM with practice.

1.2 Background of Multiskills Training Centre

Multiskills Training Centre was established on January 23, 2009 with registration number 79 536 and is based in Kompleks MARA Satok Parade, Lot 17D (3.04), Jalan Satok, 93400 Kuching. This company is one hundred per cent Bumiputera status and has been registered with the Malaysian Ministry of Finance (Treasury Malaysia-Ref.357-3001746) on July 22, 2013.

As information, this Multiskills Training Centre is a new company which has just operating six years and it has been registered under the name of Tuan Haji Abang Yusuf Bin Abang Spawi. Prior to the establishment, Tuan Haji Abang Yusuf has HR Training Consultant Company as a partnership in the same field and now has transferred all of its rights to the partners. Multiskills Training Centre is focus on preparing and implements training in entrepreneurship and technical skills. Since the establishment of the Multiskills Training Centre, this company is not only implement a training program but they are also provides the speakers and facilitators invitation to Ministries, Departments and Agencies of government to deliver certain topics as demanded by the clients.

1.3 Vision/Mission/Objective Multiskills Training Centre

1.3.1 Vision

A skills training center and a broad line with relevant social and economic development

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 Introduction

In this chapter are issued on history of the practical training in period of fifth weeks which is started from 21st July until 29th August 2014. During the practical training, every task and activities has been done in the company need to do a record weekly in the Log Book UiTM. Thus, in this chapter are shown the report and summarize the daily training extracted from the Log Book.

2.1 Schedule of Practical Training

2.1.1 First Weeks

FIRST WEEK	
DATE	NATURE OF WORK DONE
21 st July 2014 (Monday)	<ul style="list-style-type: none">• Has attached to Multiskills Training Centre on Training and Development division.• Simple briefing about the department by Tuan Haji Abang Yusuf Bin Abg Spawi, the Manager and owner of Multiskills Training Centre company.
22 nd July 2014 (Tuesday)	<ul style="list-style-type: none">• Tuan Haji Abang Yusuf has given a briefing for the first module as a task to be completed.• Documentation