THE STUDY ON A RELATIONSHIP BETWEEN WORK PERFORMANCE AND THE NEED OF TRAINING AMONG UITM PAHANG SUPPORT STAFF: A CASE STUDY

Prepared for:

MADAM SITI FARAH SURAYA BT MOHD HASHIM

Prepared By:

AHMAD AMIR B ITHNIN (2009166409)

NOOR AZLEEN BT ZAINUDDIN (2009926295)

MOHD FAHMI B MUSTAFAR KAMAR (2009146091)

BACHELOR IN OFFICE SYSTEM MANAGEMENT (HONS) (OM 221)

UNIVERSITY TEKNOLOGI MARA (UITM)

FACULTY OF OFFICE MANAGEMENT AND TECHNOLOGY

TABLE OF CONTENTS

	Page			
LIST OF FIGURE				
LIST OF TABLE				
ACKNOWLEDGEMENT				
CHAPTER 1				
INTRODUCTION	1-2			
Background of the study. Problem of Statement. Research Objectives. Research Questions. Significance of the Study. Limitation of the Study. Definition of Terms.	6-7 8 8 9 10			
CHAPTER 2				
LITERATURE REVIEW				
The Importance of WorkPerformance and Training	17 6 18-21 ds 22-23 24 25			
CHAPTER 3				
METHODOLOGY				
Research Design Population Sample Frame Sampling Technique Sample Size Units of Analysis Research Instrument Data Collection Procedure Data Analysis Plan for Data Analysis	27 28 28 28 28 28 28			

CHAPTER 4

INI	INI	G.S
II VI	 IIV	(7.7

Analysis	s of Result	
	Demographic Section	32 – 36
1	Research Question 1	37 – 38
ļ	Research Question 2	39 – 40
	Research Question 3	41 – 42
1	Research Question 4	43
CHAPTER 5		
RECOMMEND	OATIONS AND CONCLUSION	
Recomm	mendations	44
	mendations for future research	
	sions	
APPENDICES		
DEEEDENCES		

ACKNOWLEDGEMENT

اَلسَّلاَمُ عَلَيْكُمْ وَرَحْمَةُ اللهِ

First of all, we would like to extend gratitude to the Almighty because we are able to complete this task properly even in a busy studying and because giving us strength to complete this assignment.

Secondly, we want to thank to Tuan Haji Abd. Razak, Research Methods (OSM 601) lecturer for his encouragement, commitment, advice and guidelines were invaluable during us accomplishing this project.

Last but not least, we want to thank to our Supervisor, Madam Siti Farah Suraya bt. Mohd Hashim for her help and guidance in completing this report. Thank you so much and we hope our respectful lecturer and supervisor is satisfied and giving full consideration in marking this assignment.

Thank you.

Noor Azleen Bt Zainuddin

Ahmad Amir B Ithnin

Mohd Fahmi B Mustafar Kamar

Faculty of Office Management and Technology

Mara University of Technology, Jengka Pahang

CHAPTER 1

INTRODUCTION

In the modernization era, in all organization every employee will be measured by their work performance. Work performance can be explained as a measure performance involves ratings of individuals by someone other than the person whose performance is being considered (Kanter as cited in Intan, C.F. Ho and Maria Carmen Galang 2010). In other opinion, work performance can be describe as an innovative work behavior such as the ability to generate, promote, and realizing creative ideas in the work place is known to be important and beneficial to the organizational success (Janssen, 2000). Whereas for training it can be describe as a planned effort by a company to facilitate employees' learning on job related competencies (Noe, 2010). Training is often used to describe effort initiated by organization, in other words, to foster learning among its employee (Snell and Bohlander, 2010).

Organization has a big responsibility to encourage their employee to improve their work performance. As a result, it will lead the organization to a better future because of the effectiveness in implementing Human Resources practices such as training (Intan et.al., 2011). A good training program can give a lot of benefits to the employee. It will help the employees to master the knowledge, skill and ability in order to do their work well. It is also can enhance their behavior that has been emphasized during the training programs. According to Menguin, (2010) by providing training to employees is not only will helps them develop their skills and knowledge, but it is also act as a motivation for employee and also act as a building block because nowadays organization thrive for success.