



INDUSTRIAL TRAINING REPORT

Duration: 27 February 2023 - 13 August 2023

MAXEON SOLAR TECHNOLOGIES



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EXECUTIVE SUMMARY

This report focuses on my 6-month internship programme with Maxeon Solar Technologies, which is located at Melaka World Solar Valley, Alor Gajah, Melaka. During the internship program, I was placed under the supervision of Mrs. Farah Dayana Binti Sulaiman, Senior HR Specialist at Maxeon.

The major purpose of an internship is to know the working environment in the real-world situation in order to enhance the capabilities and problem-solving skills related to work. It also observed how Maxeon Solar Technologies managed their organization and work, as well as corporate and employee relations, time management, and few more. It also discussed the more specifics about this company as well as every aspect that I observed during my internship programme.

This executive summary provides a concise overview of the strength, weakness, opportunities, and threat for the company. For strength, I observed that Maxeon has a strong employee engagement because they held various program to interact with the employee and have consistent review of Compensation and Benefit package to remain competitive in the market. However, Maxeon also have some weakness which is they are lacking competency staff for counseling and have high operating costs. For opportunity, Maxeon always participating in company branding program and promote diversity and inclusion in the company. Last but not least, threat for Maxeon is they faced unfavorable economic or government policies and to adapt with fast changing environment in term of digitalization.

This SWOT analysis highlights the key internal strengths and weaknesses of Maxeon Solar Technologies, along with the external opportunities and threats it faces. By capitalizing on its strengths, addressing weaknesses, seizing opportunities, and mitigating threats, Maxeon can position itself for sustainable growth, increased competitiveness, and long-term success. It is recommended that Maxeon develops a comprehensive strategic plan based on the insights gained from this analysis to guide its future decision-making processes.

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ACKNOWLEDGEMENT

First and foremost, I would like to praise and thank the Almighty God for giving me the strength and because of His blessing, I would not have gone this far.

No work can be completed without other's help or contribution. The preparation of presentation of this humble work encompasses the immense and unlimited help and sound thought of innumerable people.

My special thanks to Puan Farah Dayana Binti Sulaiman, Senior Talent Acquisition Specialist, Ee Thong Dan, Talent Acquisition Specialist and Miss Uma Devi Chellapan, Manager of Human Resources Management for providing me this opportunity to associate myself with them for my training and also like to express my sincere gratitude to them for providing me the most valuable guidance and affable treatment given to me at every stage to boost my morale and helping me in learning recruitment procedures and activities, which helped me to add a feather in my cap.

I express my deep and sincere gratitude to my advisor, Puan NorFaezah Binti Mohd Shahren for guidance, supervision, expert suggestion and encouragement which helped me to tide over the hardship encountered during practical training.

Last but not least, I would like to express my thankfulness to University Technology Mara (UiTM) campus Bandaraya Melaka for giving me this opportunity to conduct this writing report assignment. My sincere gratitude to my parents and friends for the support and moral they gave me during this past few months during my practical training.

RESUME



**NUR FARAH IZZATI BINTI
MOHD FAUZI**

CONTACT ME



Reference:

- Farah Dayana Sulaiman
- Senior HR Specialist at Maxeon Solar Technologies

INDIVIDUAL SKILLS

- Leadership
- Communication
- Flexibility
- Teamwork

COMMUNICATION SKILLS

- Malay - Native
- English - Professional Working Proficiency

SOFTWARE SKILLS

- Competent user of Microsoft Office software and application - Word, Excel, PowerPoint, Outlook, Teams
- SAP SuccessFactor

EDUCATION BACKGROUND

- | | |
|--|-------------|
| Bachelor of Business Administration (Hons) Human Resource Management at UiTM Bandaraya Melaka | 2020 - 2023 |
| • CGPA: 3.46 | |
| Malaysian Higher School Certificate (STPM) at College Tunku Abdul Rahman Putra | 2018 - 2020 |
| • CGPA: 3.50 | |
| • Malaysia University English Test (MUET): Band 4 | |
| Sijil Pelajaran Malaysia (SPM) at SMK Lubok China | 2013 - 2017 |

ACHIEVEMENT AND AWARD

- Dean's Award February 2021
- Silver Medal in Virtual Talent Talk Battle 2021
- Dean's Award July 2022
- Excellent Student Award STPM 2019

EXTRACURRICULAR ACTIVITIES

- Secretary of Pembimbing Rakan Sebaya (PRS) EXCO ASPURI SMK Lubok China
- Assistant Project Leader for Service-Learning Malaysia University For Society

EXPERIENCES

Internship at Maxeon Solar Technologies February 2023-August 2023
HR Department - Talent Acquisition

Essential Duties:

- Conduct walk-in interviews for DL hiring on a daily basis
- Assist in the internship, Technician & Operator recruitment activities and update the progress
- Process recruitment-related documentation and liaise with HR personnel
- Perform the filing job on new hire documentation
- Preparing offer letters
- Sourcing and screening resume
- Phone screening
- Mediating between candidates and hiring managers
- Handling foreign worker recruitment
 - Audit foreign worker hostel to ensure complies with JTK regulations
 - Prepare offer letter
 - Assist to open bank account
 - Update SOCSO details

3.0 Company Profiles and Background

Maxeon Solar Technologies is a global innovator in solar technology. Maxeon was founded in 2020 as an independent company after being spin off from the US-based SunPower Corporation after 35 years of boundary-pushing solar DNA. Except for the United States and Canada, Maxeon operates the SunPower brand in all global markets. Maxeon designs, manufactures, and sells industry-leading solar products in over 100 countries via a global sales network of over 1,200 sales and installation partners.

Every day, pioneers and innovators around the world rely on the industry-leading reliability and performance of SunPower Technology from Maxeon Solar Technologies to make a positive difference in the world. Maxeon overview features a selection of innovative customers and applications that are helping the world go faster, further and higher than we ever thought possible.

More than 300,000 homeowners and top business customers have chosen Maxeon panels, giving them control over their energy future while avoiding more than 80 million metric tons of CO2 emissions. This company also a market leader in solar power plants, having installed more than 5 GW of SunPower panels across six continents, including some of the world's largest power plants.

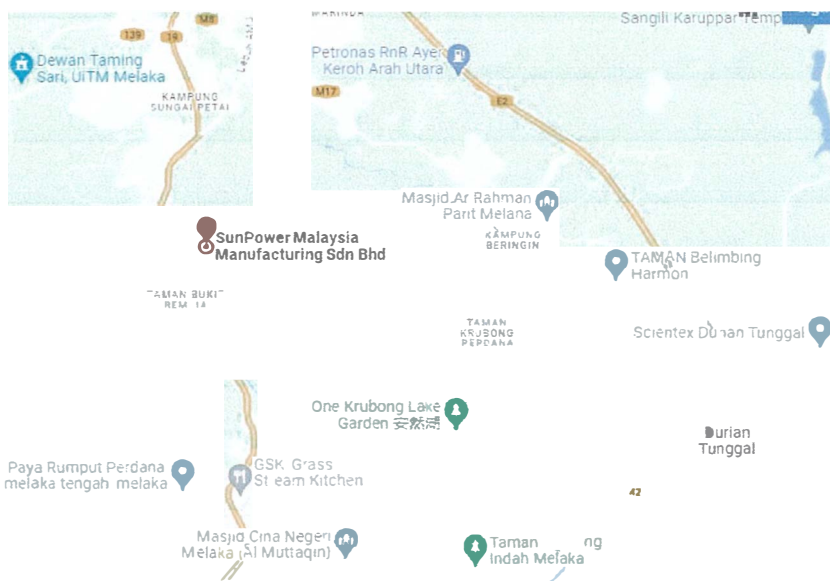
Maxeon Solar Technologies has access to over 1,000 solar patents in order to develop, manufacture, and ship best-in-class solar panel product lines that are backed by an industry-leading warranty.

3.1.1 Company's name and Logo



3.1.2 Location

Maxeon Solar Technologies is located at Melaka World Solar Valley, 78000 Alor Gajah, Malacca.



3.1.3 Operation hour

Day	Hours
Monday	8 am – 5 pm
Tuesday	8 am – 5 pm
Wednesday	8 am – 5 pm
Thursday	8 am – 5 pm
Friday	8 am – 5 pm
Saturday	Closed
Sunday	Closed

3.1.4 Vision, Mission, Objective, Goal

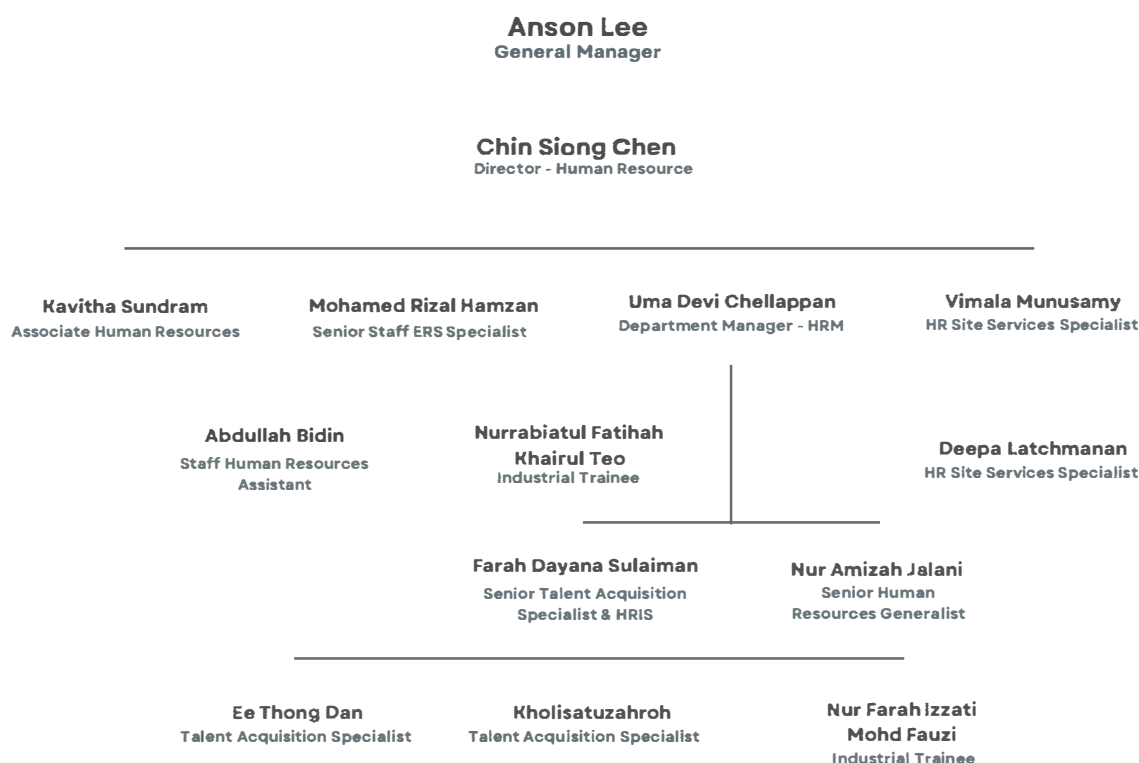
Vision: To take our premium brand Beyond the Panel in global DG markets and become the premier LCOE optimized panel provider for global large scale power plan markets.

Mission: To be a leader in solar sustainability.

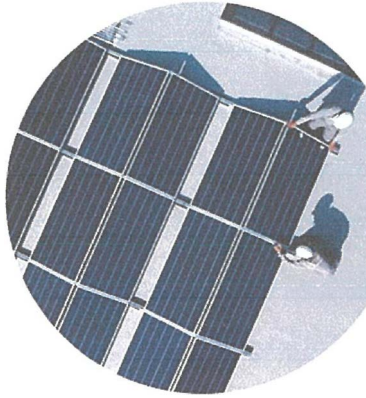
Objective: We enable the business to perform today and transform for the future by powering positive change through building organizational capabilities that create a humanized employee experience and culture of growth and purpose.

Goals: We are driven to take solar technology higher, faster and farther than ever before.

3.1.5 Organizational Structure



3.1.6 Product and Services



- Maxeon Solar Technologies designs, manufactures and sells advanced SunPower and Maxeon branded solar panels to customers in more than 100 countries worldwide, through a global network of more than 1,700 sales and installation partners.
- Maxeon Solar Technologies designs, manufactures and sells a comprehensive portfolio of solar technology that provides maximum flexibility to address all of our energy needs.
- Maxeon Performance solar panels are expertly engineered to meet the unique needs of power plant installations. The knowledge they gained from developing, constructing and operating some of the world's largest solar installations as part of SunPower Corporation, has been instrumental in successfully partnering with today's leading power plant and developers.



More Energy, More Value

SunPower Maxeon panels deliver more energy for your money and greater certainty for you.



A Safer Investment

SunPower Maxeon panels perform better and last longer in unpredictable weather and all climates.



For A Better Tomorrow

No other panels combine powerful performance and sustainability like SunPower Maxeon panels.

4.0 Training Reflection

4.1.1 Duration

As stipulated by the university, my industrial training is for a period of twenty-four (24) weeks starting from 27 February 2023 until 13 August 2023.



4.1.2 Working day and time

My normal work schedule will be from Monday to Friday, 8 a.m. to 5 p.m. with a 1-hour lunch break.

Day	Hours
Monday	8 am – 5 pm
Tuesday	8 am – 5 pm
Wednesday	8 am – 5 pm
Thursday	8 am – 5 pm
Friday	8 am – 5 pm
Saturday	Off day
Sunday	Rest day

4.1.3 Description of duties

During my internship, I was responsible for several tasks in Human Resources Department under Talent Acquisition. My essential duties and responsibilities are:

- Conduct walk-in / online interviews for DL hiring on a daily basis

- Assist in the internship recruitment activities and update the progress
- Assist in talent/market mapping – research of potential candidates with local college/university
- Maintains and updates personnel files of all employees
- Perform the filling job on new hire documentations
- Process recruitment-related documentation and liaise with HR personnel
- Assist to implement continuous improvement of recruitment processes
- Assist in event-related for HR

Other than that, I also involved in managing foreign workers who have just arrived from Nepal and Indonesia. For the past few months before their arrival, I was involved in doing an audit at their hostel. The purpose of doing the audit is to ensure whether the accommodation complies with Jabatan Tenaga Kerja (JTK) regulations. We are responsible to check if there is a problem with the facility in their room, what need to be improved, changed or to be added. This is a whole new experience not only for me but also for the company because this is the first time Maxeon has imported foreign workers into the company as Operators. I joined the discussion a few times between HR and the agent in charge of the foreign worker management to know the update on the foreign worker. The discussion was about knowing the result of their health screening, whether their passport was approved by the Embassy, the expected date for their arrival, and many more things.

In the meantime, HR Manager also give me a task which I need to review the end-to-end termination process and propose for improvements. From this task, I learned how actually the company terminate an employee or the process taken when the employee wanted to resign. HR plays a big role in this process and every step must be done carefully because we do not want to have any problem in the future.

As we know, all employees need to know the basic skills of Microsoft Excel, Microsoft Word, and PowerPoint. Since I have been assigned to HR department which I need to manage employee information, I learned many useful formulas and functions in Excel from my colleagues. Such data functions include SUMIF, VLOOKUP, DATEDIF, TODAY, COUNTIF, and the use of pivot tables. All these functions helped my work more efficient and saving time.

4.1.4 Intrinsic & Extrinsic Benefits

Allowances



Under this internship, Maxeon provided me allowance RM 1,200.00 per month which will be credited in our account every 26th of the month. Interns also get meal allowance RM 3.00 per day that need to be used at the cafeteria. Other than that, if we joined the volunteer program that organized by the company, there are some incentives provided to the participant such as:

- KFC Voucher
- Aeon Voucher
- Unrecorded leave

We can claim this voucher within 3 months at the selected KFC and Aeon Mall in Melaka. For unrecorded leave, we got 1 day one day of unrecorded leave that will be credited into the leave system. Employees and internship students can utilize the one day of unrecorded leave at any time till 31 December 2023 through the normal leave application process.

ommunication skill



As an intern in Talent Acquisition department, my main responsibilities were to communicate with employees and selected candidate whether it is face-to-face or through phone call. This is a great opportunity for me as I have to speak professionally with them about business matters and to know more about the candidate during phone screening. During the beginning phases of my internship, I was nervous whenever my supervisor assigned me to contact candidate and deal with hiring manager. After 6 months in this department, I have developed my communication skills and gained more confidence when dealing with other people. Aside from that, I have

improved my communication skills with other colleagues, team members, and the superiors since everyone here talk in English.

New System



Since the first day I joined this company, my supervisor has introduced a system that Maxeon uses every day, which is SAP SuccessFactor. It provides Maxeon with a comprehensive set of tools and features to manage their workforce effectively, from recruiting and onboarding to performance management and employee development. Great news is this system being used by most of the companies in Malaysia. So, I can use knowledge about this system when I get into another company. Other than that, Maxeon also used FLOWER website to request for stationery, site access for outsiders, travel authorization, and many more. So, working at Maxeon makes me learn new things and gain a lot of experience when using their system.

Teamwork



During my internship, I have been assigned to handle and participate many events at Maxeon. For example, QA Awareness Campaign, Hari Raya Event, Karaoke Event and Zoolunteer Event. I gain experience in organizing and planning events, including creating timelines, coordinating with different teams, and managing resources effectively. Collaborating with other team members enhance my ability to work effectively in group setting. I learn to value diverse perspectives, leverage individual strengths, and contribute to shared goal. Throughout the event management, it often involves unforeseen challenges. Hence, it develops my problem-solving skills, such as quick decision and finding creative solutions to overcome obstacles.

5.0 SWOT Analysis



5.1 Strengths

5.1.1 Effective Employee Engagement Programs/Activities

Employee engagement activities are exercises designed to boost employee motivation and positive attitudes about the workplace (Chanana & Sangeeta, 2020). Based on my observation, Maxeon Solar Technologies is very concerned about employee engagement because the company wanted to know about the employee's wellbeing, problems, and anything that can be helped. All these were made through monthly programs that been managed by Human Resources such as tea talk session and team building.

Through tea talk session, every employee in manufacturing is given the opportunity to express anything they are less satisfied with the company or anything that can be improved for the common good. For team building, HR at Maxeon organized team building exercises and activities to promote collaboration, trust, and communication among employees. HR held teambuilding for each department every month at hotels in Melaka such as Holiday Inn and A Famosa resort.

The main objective Maxeon engages with teambuilding is to enhance communication, improve morale and motivation, develop trust and relationship among the employees in their department. Other than that, HR also organized Social Responsibility and Volunteer Programs which engage employees in social impact initiatives and community service by organizing volunteer activities and fundraising campaigns. Planet@Maxeon is employee commitment to a sustainable workplace, an opportunity to elevate and share the fantastic work taking place across global locations and collaborating to create a better future for our planet, together. The work we do every day at Maxeon makes a significant contribution in the fight against climate change, supporting businesses and homeowners to make their own investment in our planet. Yet as a manufacturer we are also resource intensive and so have committed to investing in our planet year-on-year by reducing our waste, water, and energy consumption. For example, Maxeon celebrated Earth Day this year on 22 April 2023 to raise awareness about the pressing environmental issues facing our planet and to inspire individuals, communities, and governments to take concrete steps to address these challenges. At Maxeon they are working to address both challenges, but they also understand that certain moments in time offer us an opportunity to really showcase our commitment to our planet.

This year, every employee was granted a day's leave for Earth Day, and Maxeon encouraged their teams to donate their time and engage in activity focused on sustainability. It was really encouraging and inspiring to see posts and photographs shared amongst the staff. Other activities that HR held on Earth Day is Zoolunteer at Zoo Melaka.

5.1.2 Consistent Review of Compensation & Benefit Package to Remain Competitive in The Market – Maxeon Solar Technologies want to hire the best staff and keep them loyal and productive. Maxeon offer a "package" that combines compensation (money), incentives (special perks or awards for exceptional performance), and benefits (useful options such as health insurance) to attract and retain the best employees. There are many career possibilities available for skilled people in this competitive job market. Top talent may be drawn to Maxeon due in large part to a competitive wage and benefits package. Candidates frequently weigh the total worth of the package, which includes the pay, bonuses, benefits, healthcare, retirement plans, and other incentives, when comparing job offers (West et. al., 2019). Maxeon continually evaluates and modifies pay and benefits to make sure they can provide attractive packages that stand out in the market, enhancing their chances of luring and keeping the top workers.

HR at Maxeon conduct regular market research to understand industry standards and trends in compensation and benefits. They also participate in industry salary surveys or use third-party compensation data sources to gather information on salary ranges for various positions within the industry and geographic location. The minimum wages that Maxeon offer to Direct Labor in Maxeon is RM1,500. In Melaka, Maxeon is one of the best company that offer the best benefit and bonus to the employees. For example, Maxeon's insurance cover the employees, spouse, and children if anything happens to them. The company also added another two insurance to the employees which is Group Term Life insurance and Personal Accident insurance. In term of retention, Maxeon offer subsidy like dental-optical-health screening, graduate studies subsidy, meals allowance, and birthday gift.

Maxeon believes that a well-designed compensation and benefit package can positively impact employee productivity and performance. When employees feel adequately rewarded for their efforts, they are more likely to be motivated and engaged in their work (Ali & Anwar, 2021). A competitive compensation package can serve as an incentive for employees to perform at their best and strive for excellence. By regularly reviewing and updating Maxeon package, they can

ensure that it reflects the value and contributions of the employees, reinforcing a culture of high performance and productivity throughout the organization.

5.2 Weakness

5.2.1 Lacking Competency Staff for Counseling

Both employees and employers can clearly benefit from workplace counselling. According to research, there is a significant connection between an employee's psychological health and their level of productivity at work (Marco H. et. al., 2015). As an HR at manufacturing company, they need to handle hundreds and more employees, and each employee has their own characteristic. Some of the employees have discipline problems, which need to be sent to the counseling staff. Examples of common discipline issues at Maxeon is absenteeism, sleep while working, break too long, and bring mobile phones into production. Other than that, employees experienced stress due to workload, deadlines, relationships with superiors or peers, lack of time, and increased responsibility. This issue begins to impair their performance at work, their career, and their career goals.

What I observed in Maxeon, when employees are struggling with personal or emotional issues and do not have access to effective counseling, their performance and productivity at work can suffer. Unresolved problems can affect their concentration, motivation, and ability to collaborate effectively with colleagues, leading to a decline in overall productivity. Further, if employees feel unsupported in dealing with their personal issues, they may resort to taking more frequent sick leaves or absences from work. The lack of counseling resources can contribute to higher turnover rates, as employees may seek employment in organizations that prioritize their well-being and provide proper counseling services (Tzenios, 2019).

Therefore, employee counseling is urgently required. Counseling is like giving advice, sorting out the problems of employees, guiding and helping them for the problem they face in office or in personal life. However, Maxeon company lack of competency staff for counseling and this issue needs to be resolved quickly because they need more staff that can help to reduce discipline issues at the workplace.

5.2.2 High Operating Cost

High operating costs in a firm allude to the large costs required in the ongoing care and upkeep of the enterprise. Although these expenses are necessary for the operation of the business, when they rise disproportionately, they may have a detrimental effect on profitability and overall financial performance. When Maxeon conducts training, high operating expenses can be determined by a number of variables, including the cost of the trainer, the availability of training resources and materials, and the location and facilities.

HR departments at Maxeon often invest in employee training and development programs to enhance skills, productivity, and job satisfaction. The cost of organizing training sessions, hiring trainers, purchasing training materials, and managing employee learning platforms lead to higher operating costs. For example, Maxeon hired skilled trainers for In-house training – Microsoft Excel to employees in the company. Experienced professionals with subject matter expertise come at a higher price, especially for specialized training programs. Hiring professional trainers or consultants to conduct training programs can be expensive, especially if they have specialized knowledge or experience. Their fees, travel expenses, and accommodation costs can significantly contribute to the overall training expenses.

It can be expensive to create or acquire training materials like manuals, workbooks, presentations, and software tools. The costs may also increase if the required tools, spaces, and software licences are provided for practical training sessions. In addition, hiring training spaces or conference rooms can be pricey, especially for extensive training programmes or off-site training sessions, due to the expense of audiovisual equipment, seating arrangements, and catering services.

If training sessions are conducted at different locations or require employees to travel, costs related to transportation, accommodation, meals, and allowances can significantly impact the overall training expenses. Travel costs associated with employee training sessions can include airfare, train or bus tickets, fuel expenses for driving, and transportation to and from airports or train stations. Depending on the distance, number of participants, and mode of travel, these expenses can quickly add up, especially if the training sessions are conducted frequently or involve international travel.

5.3 Opportunities

5.3.1 Participating in Company Branding

When a company participates in company branding, it means that the company actively engages in shaping and promoting its brand identity (Ferrell et al., 2019). Company branding involves creating a distinctive and memorable image for the organization, which helps differentiate it from competitors and leaves a positive impression on customers and stakeholders.

Maxeon are really committed to step far ahead in order to be in the range of other leading solar companies. Hence, they actively participate in company branding programs every year such as HR Award, LinkedIn Talent Award and many more. Maxeon has won the 2021 LinkedIn Talent Awards for Best Employer Brand (under 3,000 employees). These awards highlight companies across the globe that have excelled in the last year. Now, Maxeon are expanding their talent community with an eye on their next targets- the awards of Diversity Champion and Best Talent Acquisition team.

Maxeon also actively participates in designing its logo, selecting color schemes, typography, and other visual elements that represent its brand. Recently, Maxeon corporate colour change from blue and white colour to six new corporate colours which is vibrant pink, light blue, shiny purple, sunshine yellow, electric blue, and bright green. These elements should be consistent and used across all marketing materials and communication channels. Maxeon choosing appropriate color schemes that align with the brand's personality and evoke desired emotions. Different colors have different psychological effects, so careful consideration is given to ensure consistency and alignment with the brand's values and target audience.

Other than that, Maxeon articulates its brand promise, which is the commitment it makes to its customers. This promises enclosed what customers can expect from the company in terms of product quality, service, reliability, or any other aspect that creates value and builds trust. For example, Maxeon offer 40-year of warranty to their customers which the customers benefit from some of the strongest warranties in the solar industry. Since Maxeon warranty covers the panel and its performance, it is much easier to process than standard warranties in the unlikely event that customers will need it. Maxeon also include broader coverage for panel repair and replacement compared to other warranties. Service availability varies by country and installation provider.

5.3.2 Diversity and Inclusion

Diversity and inclusion within a company refer to the intentional effort and commitment to creating an environment that values and respects the differences among its employees (J. Burke & M. Richardsen, 2019). Diversity encompasses a broad range of characteristics, including but not limited to race, ethnicity, gender, age, sexual orientation, disability, religion, and socioeconomic background. Inclusion, on the other hand, focuses on fostering an environment where every individual feels welcomed, respected, and empowered to contribute their unique perspectives and talents.

Maxeon hiring statement and fair employment policies apply to all persons involved in the operations of the company and are included in all hiring materials and job descriptions to prohibit discrimination. Maxeon respecting and celebrating different cultures which they organized festive celebrations to commemorate the diverse cultures they have across their operational sites such as Hari Raya Celebration, Chinese New Year, Deepavali, and Christmas Day. Other than that, Maxeon also launched the internal Women@Maxeon employee resource group, a community of passionate male and female employees committed to attracting, developing, retaining women in the workplace, and ultimately embracing and celebrating diversity and inclusion at Maxeon. The impact on Maxeon after they promote diversity and inclusion at workplace is enhanced creativity and innovation.

As mentioned before, Maxeon is a global company which has workers from foreign countries as well such as the Philippines, Turkey, and Germany. These diverse workforce brings together individuals from different backgrounds, experiences, and perspectives approach fosters creativity and innovation within the company. These diverse teams in Maxeon are more likely to generate unique ideas, solve problems from multiple angles, and develop innovative solutions.

Based on my observation, diversity and inclusion help Maxeon better understand and connect with a diverse customer base since they sell industry-leading solar products in more than 100 countries through a global sales network. When employees reflect the diversity of the customers they serve, they can offer valuable insights into different markets, cultural nuances, and customer preferences, leading to more inclusive and tailored products or services.

6.1 Threats

6.1.1 Unfavorable Economic or Government Policies

The main challenges for private firms like Maxeon are changes in external conditions and an unfavourable institutional financing environment, which have made it impossible for them to cope with rapidly growing operating, production, and marketing costs. Unfavorable government policies impose excessive regulations on Maxeon businesses, creating additional compliance costs and administrative burdens. This includes stricter environmental regulations, labor laws, or taxation policies. Indirectly, it limits company's flexibility, increase costs, and reduce its ability to compete effectively.

For example, this year Maxeon started to import foreign worker from Nepal and Indonesia which in total of 200 people. There are many steps taken in order to get the foreign worker's permit and get approval for their hostel. These regulations can be time-consuming and expensive to implement, requiring additional permits, certifications, or compliance measures. Companies may need to allocate more resources to ensure they meet the new requirements, which can strain their operations and potentially slow down their growth.

In addition, it may cause currency volatility. A currency's value fluctuating dramatically can have an effect on businesses engaged in international trade. For instance, when Maxeon imports items or raw materials from another country, a rapid devaluation of the local currency may raise the price of those imports. A stronger home currency can also increase a company's costs and reduce its ability to compete in overseas markets if it exports goods. Currency swings may make it more difficult to arrange Maxeon finances, make things more unclear, and even reduce Maxeon profit margins.

Companies may also be impacted by labor-related government legislation. Strict labour laws, substantial increases in the minimum pay, or restrictions on hiring and firing procedures, for instance, can have an impact on labour expenses and workforce management. Costs for employee perks, compensation adjustments, and compliance may be greater for businesses. These regulations may also limit the workforce's flexibility, making it more difficult for businesses to manage their human resources or adjust to shifting market conditions.

6.1.2 Fast Changing Environment (Digitalization)

When engaging on a digital transformation programme, Maxeon must evaluate everything, including how people will react to the change, how it will effect customer relations, the cost, and how it will connect with corporate goals, and any other things. Digital transformation is difficult for several reasons, including complexity, organizational resistance, skills gap, security and privacy concern. Other than that, rapid digitalization creates a skills gap within workforce in Maxeon which HR must identify the digital skills required for future job roles and develop strategies to bridge the gap. Maxeon may struggle to find and retain talent with the necessary digital skills, hindering their ability to innovate and compete effectively.

Digitalization, which is evolving quickly, tends to lessen entry barriers in many businesses. Startups and tech-savvy business owners are examples of new players who can enter the market fast and disrupt well-established companies. These rivals might use new technologies more skillfully, provide creative business ideas, and draw clients away from established brands.

In addition, as businesses rely more on digital tools and systems, they are exposed to more cybersecurity risks. Digitalization, which is advancing quickly, introduces new weaknesses and attack methods that bad actors might take advantage of. Data breaches, hacking attempts, and other cyber threats can harm a company's brand and have a negative financial impact as well as legal consequences.

Further, implementing new digital technologies and systems can be complex and resource intensive. Employee at Maxeon may encounter difficulties integrating disparate systems, legacy infrastructure, and new digital tools. Poor integration can result in inefficiencies, data inconsistencies, and operational disruptions.

7.0 RECOMMENDATION

7.1 STRENGTHS

7.1.1 Effective Employee Engagement / Programs:

Here are some ways in which such a program can contribute to the growth and success of Maxeon:

- **Enhanced Innovation and Creativity:** Engaged employees feel empowered to share their ideas and contribute to the organization's growth (Bekirogullari, 2019). By promoting a culture of open communication, collaboration, and recognition, an engagement program can foster innovation and creativity. This can lead to the development of new products, services, and processes that help the organization expand its offerings and stay competitive. After achieving success, the company will then need to appreciate the workers who will have played a vital part by making sure that they feel like part of the company (Hirzel, Leyer & Moormann, 2017).
- **Improved Customer Satisfaction:** Engaged employees who are satisfied and committed to their work are more likely to deliver exceptional customer service (Osborne & Hammoud, 2017). They understand the importance of customer satisfaction and go above and beyond to meet customer needs. Positive customer experiences can lead to repeat business, referrals, and an expanded customer base, supporting the organization's sustainability and growth (Rane et al., 2023).

7.1.2 Consistent Review of Compensation & Benefit Package to Remain Competitive in The Market

- **Regular employee feedback:** HR can continuously seek feedback from employees to understand their evolving needs and expectations (Vance, 2006). Conduct surveys, focus groups, or regular check-ins to gather insights and suggestions. Actively listening to employees' feedback helps identify areas for improvement and ensures that the compensation and benefits package remains aligned with their preferences.
- **Benchmark against best practices:** HR may look beyond Maxeon industry and benchmark against best practices in other sectors. Explore innovative compensation and benefits strategies implemented by leading organizations and consider adopting those that align

with the company's culture and objectives. This approach allows Maxeon to stay ahead of the competition and attract top talent.

7.2 WEAKNESS

7.2.1 Lacking Competency Staff for Counseling

- **Outsource Counseling Services:** Maxeon can consider partnering with external counseling agencies or therapists who can provide counseling services on a part-time or contractual basis. This allows Maxeon to bring in professionals with expertise in counseling without having to hire them as full-time employees.
- **Training and Development:** Maxeon can consider investing in training and development programs for existing staff to enhance their counseling skills (Whitehead, 2022). Provide opportunities for employees to attend workshops, seminars, or courses that focus on counseling techniques, active listening, empathy, and mental health awareness. This can help build competency within the company and empower employees to provide basic counseling support.

7.2.2 High Operating Cost

To manage operating costs associated with training and development programs, Maxeon can consider the following strategies:

- **Technology optimization:** HR may leverage technology solutions to reduce costs associated with training delivery, participant expenses, and administrative tasks. Adopt cost-effective learning management systems, virtual training platforms, and e-learning modules that can be accessed remotely, reducing travel and venue expenses (Phuldeep & Gulla, 2011).
- **Collaborate with external partners:** Maxeon may consider partnering with academic institutions, industry associations, or government programs that offer subsidized or cost-sharing training opportunities. This can help reduce the financial burden while still providing quality training to employees.

7.3 OPPORTUNITIES

7.3.1 Participating in Company Branding Program

- **Monitor and Evaluate:** Throughout the branding program, it is essential to monitor and evaluate the impact of company's efforts (Philips J & Phillips P, 2016). Maxeon may track key performance indicators (KPIs) such as website traffic, social media engagement, brand mentions, customer feedback, and sales. HR may regularly assess the program's effectiveness and make adjustments as needed to maximize outcomes.
- **Engage in Strategic Partnerships:** Maxeon may consider collaborating with other organizations and influencers that align with brand values and target audience such as Jinko Solar and Hanhwa Q Cells (Grafström, et. al., 2018). Strategic partnerships can help expand Maxeon's reach, gain credibility, and tap into new markets. HR at Maxeon can look for opportunities to co-create content, sponsor events, or engage in joint marketing initiatives.

Potential outcomes the company can gain from participating in a branding program include:

- Increased brand awareness and recognition among the target audience.
- Improved customer loyalty and trust in the brand.
- Expansion into new markets and increased customer base.
- Differentiation from competitors and a stronger market position.
- Enhanced brand reputation and positive perception.
- Opportunities for partnerships and collaborations.

By taking advantage of these recommendations and leveraging the opportunities provided by a branding program, Maxeon can achieve significant benefits and establish itself as a reputable and successful brand.

7.3.2 Diversity and Inclusion

- **Implement inclusive policies and practices:** HR at Maxeon may review existing policies, procedures, and practices to identify any potential biases or barriers that may hinder diversity and inclusion (Cletus, et. al., 2018). HR can make necessary adjustments to ensure

fairness and equal opportunities for all employees throughout the employee lifecycle, from recruitment and selection to performance management and promotions.

- Develop and communicate a clear diversity and inclusion strategy: Maxeon can create a well-defined strategy that outlines the organization's goals, objectives, and initiatives related to diversity and inclusion (O'Donovan, 2017). HR may ensure that this strategy is communicated to all employees, stakeholders, and potential candidates.

Potential outcomes the company can gain from diversity and inclusion:

- Increased innovation and problem-solving capabilities due to diverse perspectives and ideas.
- Improved employee morale, engagement, and productivity.
- Reduced turnover rates and improved employee retention.

7.4 THREATS

7.4.1 Unfavorable Economic or Government Policies

Recommendation:

- Stay informed and proactive: Maxeon should closely monitor economic and political developments, including proposed policy changes and regulatory updates (Kraft, 2022). By staying informed, businesses can anticipate potential threats and take proactive measures to minimize their impact.
- Invest in government relations: Maxeon can develop relationships with government officials and policymakers to understand their perspectives and establish Maxeon company as a trusted partner. By proactively engaging with government representatives, Maxeon may have the opportunity to shape policies that are more favorable to the business interests (Dua, et. al., 2010).

7.4.2 Fast Changing Environment (Digitalization)

Based on my opinion, Maxeon should not avoid fast-changing digitalization but rather embrace it as an opportunity for growth and innovation. While there are threats associated with digitalization, Maxeon can take proactive measures to lessen the impact and ensure a smooth transition.

- Maxeon may encourage a culture of continuous learning and adaptability within the organization (Umu & Udik, 2019). This can be done by promoting a growth mindset, encouraging employees to embrace new technologies, and providing ongoing learning and development opportunities. HR can play a crucial role in facilitating these initiatives by creating learning pathways, establishing mentorship programs, and organizing knowledge-sharing sessions.
- Next, Maxeon may strengthen data privacy and security measures to protect employee data (PTAC, 2015). Maxeon should implement robust cybersecurity protocols, regularly update software and systems, conduct regular security audits, and ensure compliance with relevant data protection regulations. Additionally, HR should establish clear policies and procedures for data handling and educate employees about best practices for data security. By taking these proactive steps, Maxeon can embrace digitalization while minimizing the threats and ensuring a smooth transition.

8.0 Conclusion

After completing my internship with Maxeon Solar Technologies, I have obtained insightful knowledge and experiences that have greatly aided in my professional and personal development. I was exposed to a wide variety of duties and responsibilities over the course of my employment with the company, which helped me to gain a thorough grasp of both the business and the sector.

First and foremost, I had the chance to collaborate with a talented and encouraging team. Working with experts from various departments gave me the chance to observe their knowledge and gain from their experience. My perspectives and ideas were valued in the supportive work atmosphere, which encouraged open communication and allowed me to actively participate in projects and activities.

I worked on a variety of projects throughout my internship that required me to put my knowledge and abilities to use. These tasks needed good time management, critical thinking, and problem-solving. I was given the freedom to do projects on my own and given important responsibilities, which improved my capacity for working on my own and gave me more confidence. I also got the opportunity to participate in cross-functional activities, go to team meetings, and take part in corporate events. These encounters gave me a more comprehensive understanding of how many divisions work together and contribute to attaining the organization's objectives.

In addition, my internship gave me the chance to develop my practical skills in areas that were pertinent to my academic topic. I got the chance to put the theoretical ideas I learnt in class to use in actual situations. My understanding of the subject topic has been strengthened by this practical application, which has also improved my general academic knowledge.

My supervisor and coworkers provided me with regular feedback and direction during my time there. I was able to concentrate on my professional and personal development due to their mentoring's assistance in identifying my strengths and places for improvement. I aggressively sought criticism and put the suggestions into practise, which led to real progress and a better skill set.

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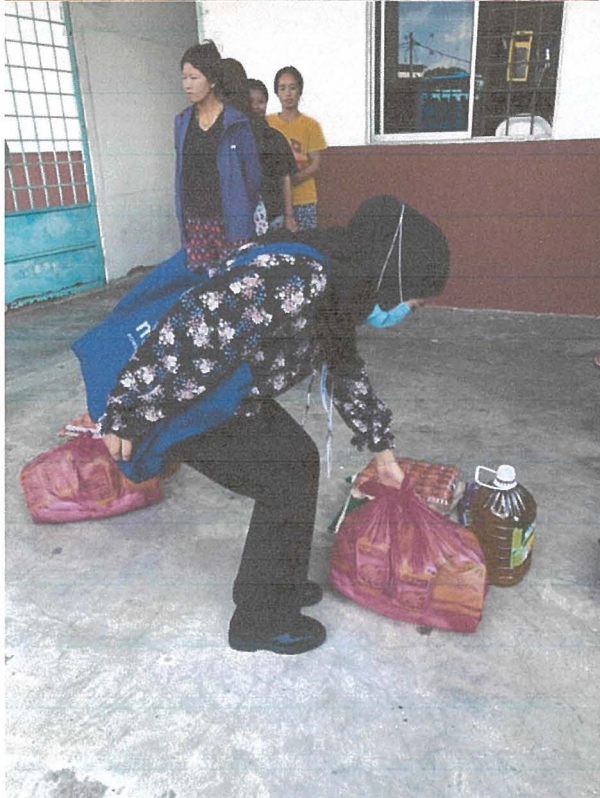
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APPENDICES

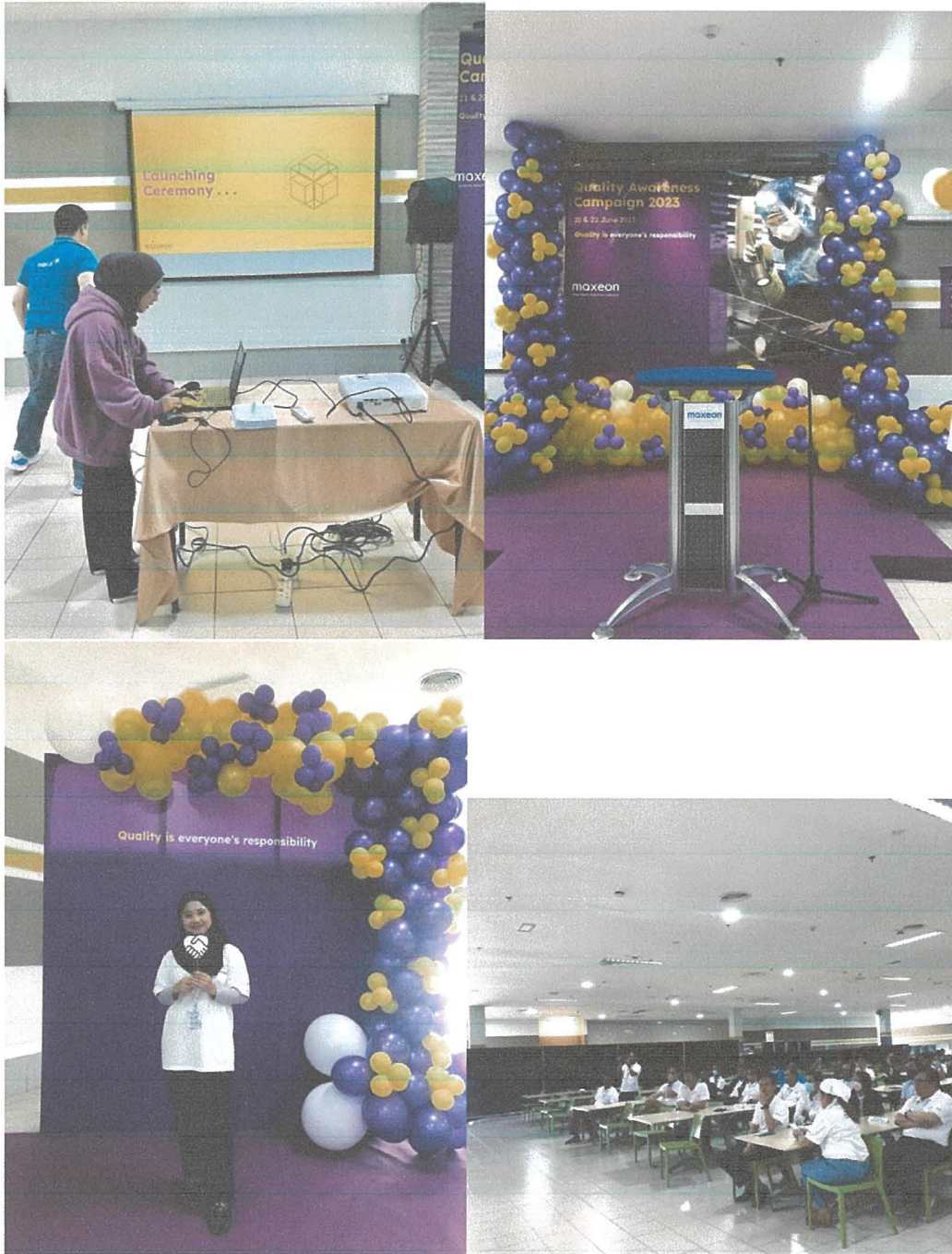
APPENDIX 1: CELEBRATING INTERNATIONAL WOMEN'S DAY



APPENDIX 2: WELCOMING FOREIGN WORKER FROM NEPAL



APPENDIX 3: QUALITY AWARENESS CAMPAIGN



APPENDIX 4: BRIEFING IN PRODUCTION TO FOREIGN WORKERS



APPENDIX 5: HARI RAYA CSR PROGRAM



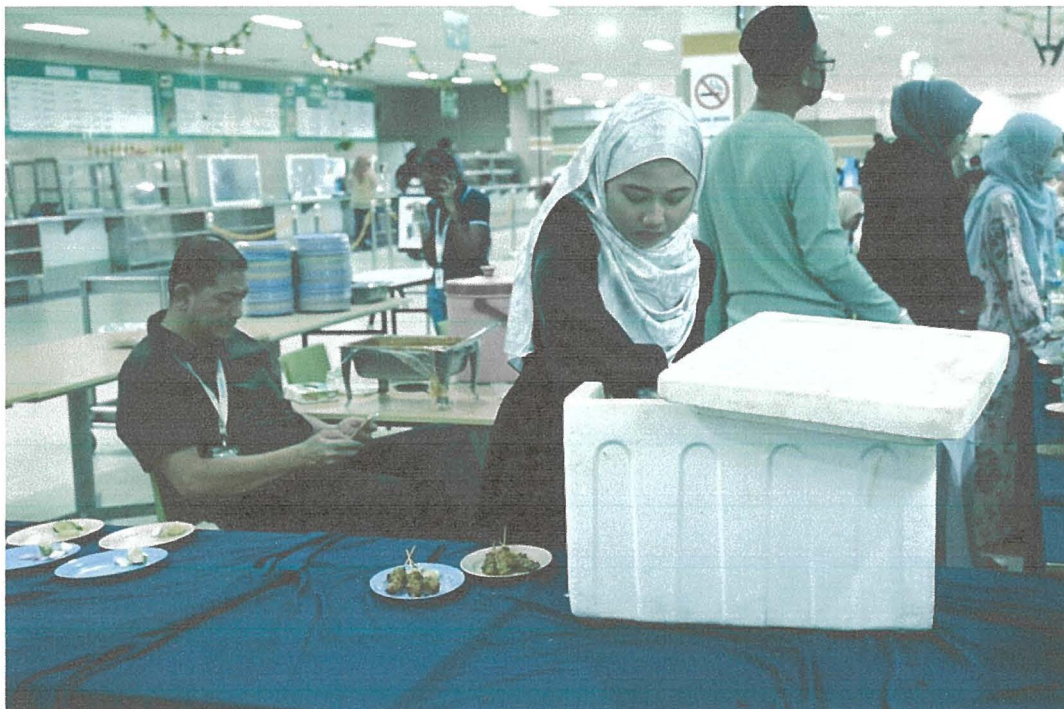
APPENDIX 6: AUDIT FOREIGN WORKER HOSTEL AT BUKIT BERUANG, MELAKA



APPENDIX 7: ZOOLUNTEER ON EARTH DAY AT ZOO MELAKA



APPENDIX 8: HARI RAYA CELEBRATION



APPENDIX 9: DAILY TASK

