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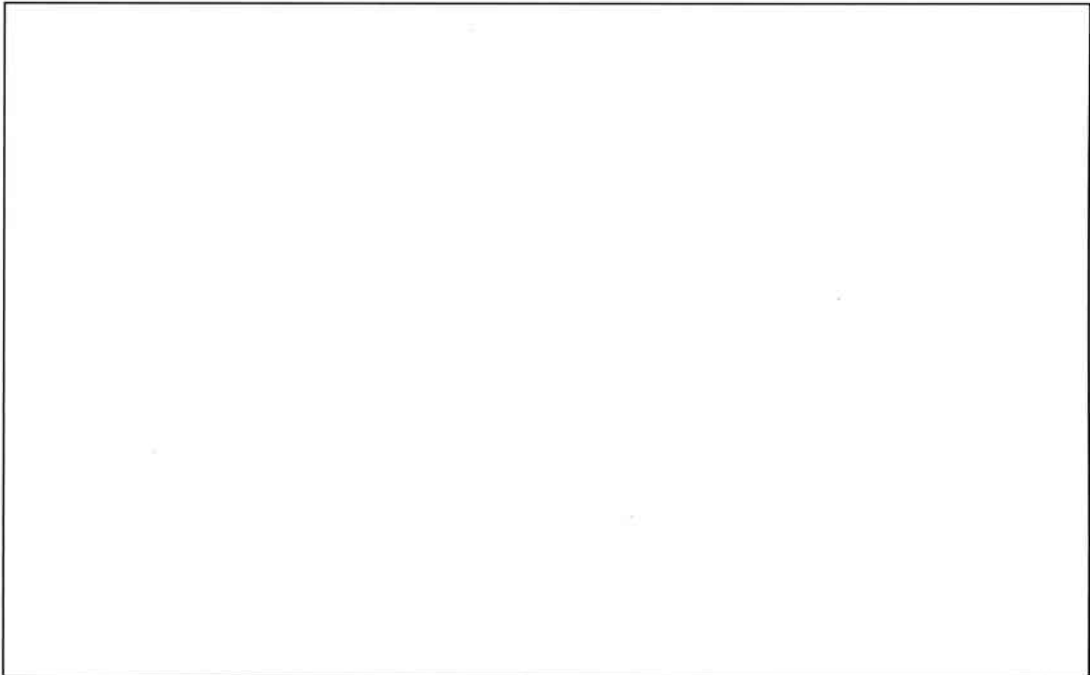


AN OVERVIEW OF *PROGRAM TRANSFORMASI MINDA SIRI*
1/2016 AT PEJABAT SETIAUSAHA KERAJAAN NEGERI
PAHANG

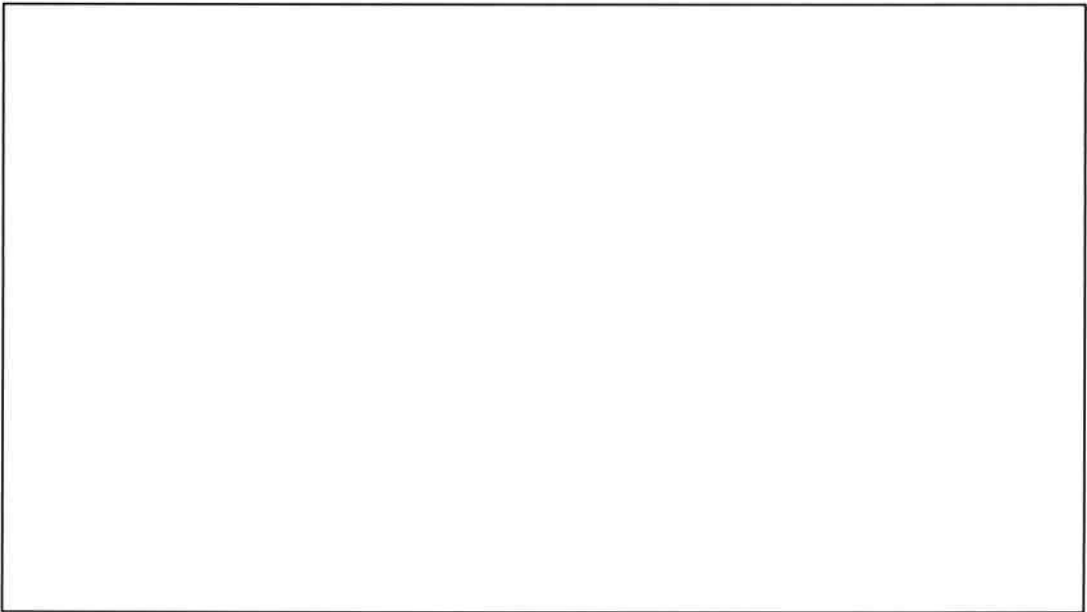
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JULY 2016

SUPERVISOR'S COMMENTS

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MODERATOR'S COMMENTS

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Name of Student : NURUL SYAHIRAH BINTI SAMSU TAJUDDIN

I have reviewed the final and complete practical report and approve the submission of this report for evaluation.

()

Date:

1/2/2016

THE DECLARATION

Declaration

I hereby declare that the work contained in this practical report is my own except those which have been duly identified and acknowledged. If I were later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against me under the Academic Regulations of UiTM's.

Signed.

Name: Nurul Syahirah Binti Samsu Tajuddin

ACKNOWLEDGEMENT

First of all, I am grateful to Allah SWT who gives me sound mind & health to accomplish my industrial training. I would like to thank my supervisor of this subject, Madam Arenawati Sehat Bt. Haji Omar for the valuable guidance and advices. She inspired and motivates me momentarily in completing my practical report.

The internship opportunity that I had with Pejabat Setiausaha Kerajaan Negeri Pahang was a great chance for learning and my own professional development. Therefore, I consider myself as a very lucky person as I was given an opportunity to be a part of it. I am also thankful for having a chance to meet so many wonderful people and professionals who led me through this internship period.

I express my deepest thanks to Mr Mohd Fadzlee Bin Mat Yassin @ Adnan as my supervisor during my practical training for taking part in useful decision and giving necessary advices and guidance which were extremely valuable for my study both theoretically and practically. I perceive as this opportunity as a big milestone for me and I will strive to use the skills and knowledge that I gained during the internship period in the best possible way in the future.

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CHAPTER 1

INTRODUCTION

1.1 Chapter Review

This chapter consists of 10 sections. Section 1.2 explains about the background of Pejabat Setiausaha Kerajaan (SUK) Pahang, Section 1.3 talks about the vision and followed with Section 1.4 which is about the mission of Pejabat SUK Pahang, Section 1.5 clarifies the organization's motto, Section 1.6 about the quality base, Section 1.7 was the organizational logo, Section 1.8 illuminates the organizational structure. Section 1.9 is the organizational division and unit and lastly, Section 1.10 which comprises the chapter summary.

1.2 Background of Pejabat SUK Pahang

In 1891, central Pahang state government has been transferred from Pekan to Lipis. Although this relocation plans are temporary, it took more than 64 years as the administrative centre of the state just moved to Kuantan in 1955. Thus, in order to choose the appropriate location for the administrative centre of the state, the state government has focused on two areas, namely Temerloh / Mentakab and Kuantan but because of the landscape of Temerloh / Mentakab which are uneven and require large expenditures for construction thus, Kuantan was chosen to be the state capital.

Central Pahang state government has officially moved to Kuantan on Saturday, August 27, 1955 with completion by HRH the Sultan Abu Bakar Ri'ayatuddin Al Muadzam Shah

Ibni Al Marhum Al Sultan Abdullah Al Mustasim Billah , DK . , SIMP . , DK . , SIMP . ,
DK (Brunei) . , DK (Johor) . , DK (Perak) . , SPDK (Sabah) . , GCMG .

Starting from that date, efforts have been made to construct a building complex of the state administration. An administrative complex, named Wisma Sri Pahang was completed in 1970 and on the date of 28 February 1970, the central Pahang state government has officially relocated to the new complex. Administration of Pahang State Secretariat is headed by the State Secretary. Appointment of the State Secretary is based on the Law of the Constitution of the State. The first YB State Secretary of Pahang was Dato ' Setia Raja Abu Samah Bin Haji Ali. He was appointed on 1 February 1948 and served until August 2, 1952.

1.3 Vision of Pejabat SUK Pahang

- Being a world-class organization in the delivery of services by the year 2020.

1.4 Mission of Pejabat SUK Pahang

- Consolidate services through good governance.
- Spur domestic economic and social development through planning, coordination and effective monitoring.

1.5 Motto of Pejabat SUK Pahang

Committed, Proactive, Responsive.

1.6 Quality Base

Pahang State Secretariat Committed in improving Service Delivery System towards provide fast, efficient and effective service delivery to meet the needs and expectations of customers and continuous improvement based on MS ISO 9001: 2008, rules and laws related.

1.7 Organization's Logo

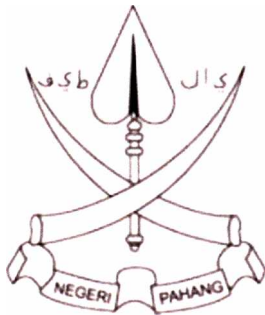


Figure 1.1: Company's Logo

1.8 Organizational structure



Figure 1.2: Organizational Chart

1.9 Organizational Division & Unit

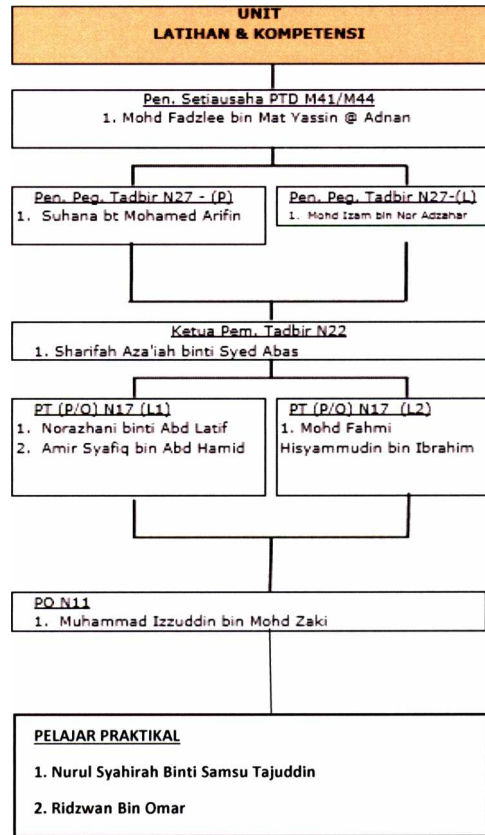


Figure 1.3: Organizational Unit and Division Chart

1.9.1 Vision of Human Resource Division

Making Human Resource Management as a leading organization in the planning, development and management of human resources based on professionalism, integrity and technology in line with the State Government objective to be a well-developed state.

1.9.2 Mission of Human Resource Division

- To be an advisor in the aspect of human resources management and public sector at state level
- Designing and implementing policies relating to development and human resource management.
- Manage the relationship between employers and employees towards creating harmony environment at workplace.

1.9.3 Objectives of Human Resource Division

Determining the quality of human resource management with the use of optimum resources based on the excellent work culture that meets the following characteristics

- Prompt in all actions
- Right in decision-making
- Friendly service to customers
- Transparent in all dealings
- Defining services and information easily available (Availability) and reliable (Reliability)
- Compliance with laws, policies and regulations

1.9.4 Functions of Human Resource Division

- Manage the deployment of services and all related matters during and after service
- To manage the affairs of performance, salary movement, discipline, declarations of property, promotion and counseling
- Information management of civil servants in Pahang
- Plan human resource requirements and implement staffing structure review
- Plan, coordinate and implement the training and competency of civil servants in the state of Pahang
- Managing the initiative culture of integrity among civil servant

1.10 Chapter summary

Trainee had explained about the background of Pejabat SUK Pahang. The trainee had identified and understands all the background and related information regarding to the organization.

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.1 Chapter Review

This chapter is focused on the training schedule which have been recorded on the logbook that have been filled by the practical trainee during the practical training. It begins with Section 2.2 for Introduction. Then, continue with Section 2.3 for the logbook, scope of works and the daily activities while undergo the practical training in the company. Lastly in Section 2.4 is the chapter summary.

2.2 Introduction

During undergo the industrial training program, the trainee, Nurul Syahirah Binti Samsu Tajuddin was given a practical training log book which is for the students to report and summarize the daily activities that are being done while undergo the 2 month of industrial training which is from 20 January 2016 to 16 March 2016. Thus in this chapter, there will be a review of the description of jobs and tasks executed throughout the training which have been undergo at the Pejabat Setiausaha Kerajaan Pahang.

Apart from that, during the practical training, the trainee was being placed at the Human Resource Department which is specifically in the *Unit Latihan & Kompetensi* of Pejabat Setiausaha Kerajaan Pahang. The trainee was under the supervision of Mr Mohd Fadzlee Bin Mat Yassin @ Adnan. Next, all the task or job that have been executed was under the supervision of them along the period of practical training. Following is the description of the daily activities that have been implemented while the practical trainee undergoes their practical training which are in weekly order.

2.3 Practical Training Schedule

The trainee is provided with log book by UiTM Sarawak. All activities done by the trainee is recorded in the log book as the daily routine. The recorded activities is signed by the Supervisor, Mr Mohd Fadzlee Bin Mat Yassin @ Adnan every week.

Table 2.1: Practical Training Schedule

Weeks (2016)	List of Activities
Week 1 (20 Jan – 22 Jan)	<ul style="list-style-type: none">• Briefing session given by the supervisor regarding the background of the organization as well as the Human Resource Department.• Key in the name of participants for <i>Program Transformasi Minda Siri 1/2016</i> and Training for Trainers Program by using Microsoft Excel.• Prepare a memo about <i>Kursus Perakaunan dan Kewangan Kerajaan, Jadual Program Latihan Institut Perakaunan Negara (IPN) 2016</i>.• Prepare a letter and memo to financial department regarding payment of food for <i>Mesyuarat Pelarasan Unit & Gotong Royong Ruang Pejabat</i>.• Prepare a letter to request for a consultant to give talk for <i>Kursus Sense of Urgency</i>.• Prepare a list for all exams for <i>Jabatan Perkhidmatan Awam</i>.

Weeks (2016)	List of Activities
Week 2 (25 Jan – 29 Jan)	<ul style="list-style-type: none"> • Prepare a letter of <i>Borang Tempahan Makanan</i> for <i>Mesyuarat Pengurusan Unit Latihan & Kompetensi</i>. • Prepare a report which is known as <i>Laporan Borang Penilaian Kursus</i> for <i>Kursus Saying No Politely</i>, <i>Kursus Bengkel Penyediaan Fail Meja</i>, <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan</i>, <i>Kursus Kerahsiaan Dokumen</i> and <i>Kursus Not Just A Secretary</i>. • Prepare a letter for <i>Program Pencalonan Bagi Mengikuti Program Pembangunan Eksekutif di Luar Negara</i>. • Processed received letter and record it in a file according to the reference number of the letter. To process a received letter, a red pen is used to record the received letter whilst, a black pen is used to record any letter sent out from the organization. • Attend a meeting <i>regarding Program Transformasi Minda Siri 1/2016</i> and also <i>Mesyuarat Pengurusan</i>. • Key in the details of candidate for <i>Peperiksaan Bagi Ujian Kecedasan Menaip</i>.

Weeks (2016)	List of Activities
Week 3 (1 Feb – 5 Feb)	<ul style="list-style-type: none"> • Update the details of participants for <i>Program Transformasi Minda Siri 1/2016</i>. • Documentation of all reports for <i>Kursus Bengkel Penyediaan Fail Meja</i>, <i>Kursus Saying No Politely</i>, <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan</i>, <i>Kursus Kerahsiaan Dokumen</i> and <i>Kursus Not Just A Secretary</i>. Each report done is being placed in one <i>Sampul Kecil</i> accordingly. • Prepare a memo and letter regarding <i>Hari Setiausaha</i> conducted by Politeknik Sultan Haji Ahmad Shah. • Learn on how to use e-silat (Sistem Latihan Pejabat Setiausaha Kerajaan Pahang) portal. • Prepare an attendance confirmation slip for <i>Taklimat Kebakaran Dengan Kerjasama Pertubuhan Pencegah Kebakaran Kuala Lumpur</i>. • Prepare a letter of <i>Surat Jemputan Kepada Jurulatih Dan Fasilitator</i> for <i>Program Transformasi Minda Siri 1/2016</i>. • Join the <i>Bengkel Taklimat Peperiksaan Perkhidmatan Awam</i> by Jabatan Perkhidmatan Awam (JPA) 2016. During this program also, I was appointed to be the emcee.

Weeks (2016)	List of Activities
Week 4 (8 Feb – 12 Feb)	<ul style="list-style-type: none"> • 8 February and 9 February (Public Holiday) • Make an alteration of previous memo and process the letter by record it in a file. • Prepare a certificates for all candidates of <i>Bengkel Taklimat Peperiksaan Peperiksaan Perkhidmatan Awam Oleh Jabatan Perkhidmatan Awam (JPA)</i> by using the e-silat portal. • Prepare a letter regarding <i>Surat Pencalonan Kursus Penyeliaan Dan Kepimpinan Berkesan</i>. • Attend a meeting with the committee members for <i>Program Transformasi Minda Siri 1/2016</i>.
Week 5 (15 Feb – 19 Feb)	<ul style="list-style-type: none"> • Make a call to all participants for INTAN Special Lecture On Blue Ocean Strategy to get their attendance confirmation. • Make a preparation for <i>Taklimat Kebakaran “Never Trust Fire”</i>. • Attend the <i>Taklimat Kebakaran “Never Trust Fire”</i> at Dewan SUK, Blok C Wisma Sri Pahang. • Make a further preparation for <i>PTM Siri 1/2016</i>. • Went to De Rhu Beach Resort to attend <i>Program Transformasi Minda Siri 1/2016</i>.

Weeks (2016)	List of Activities
Week 6 (22 Feb – 26 Feb)	<ul style="list-style-type: none"> • Handle the registration process for <i>Program Transformasi Minda Siri 1/2016</i>. • On the following days during the program, exercise session is being done every morning to ensure all the participants are in a good physical health. • The <i>Program Transformasi Minda</i> also was filled with indoor and outdoor activities. The indoor activities are mostly filled with seminar regarding <i>Overview Perkhidmatan Awam, Tanggungjawab & Peranan Pegawai Awam, Budaya Kerja Kelas Pertama, Hala Tuju Negara, Pengurusan Integriti & Keselamatan</i> and others. • Regarding to the outdoor activities, the highlight for this program is the Corporate Social Responsibility slot in which the participants were divided into groups to do a community services at few places in Balok area. • Be an invigilator during <i>Ujian Pemantapan PTM On-Line</i> being done. • Prepare a letter of <i>Senarai Edaran Kursus Khas Perundangan Tanah Bilangan 1/2016</i>. • Process received letter from INTAN regarding invitation to attend <i>Seminar Kepimpinan & Gender</i>.

Weeks (2016)	List of Activities
Week 7 (29 Feb – 4 Mar)	<ul style="list-style-type: none"> • Attend a meeting for preparation for <i>Majlis Perkongsian Ilmu</i> and to discuss about delegation of task. • Made a preparation for <i>Majlis Perkongsian Ilmu</i> such as finalizing the menu, decorations, gifts to all staffs. For this program also, I was appointed to prepare the slideshow as well to be the emcee. • Celebrated the <i>Majlis Perkongsian Ilmu</i>.
Week 8 (7 Mar – 11 Mar)	<ul style="list-style-type: none"> • Sort all the participants of <i>Program Transformasi Minda</i> in accordance to their organization and all records are being stored in a file. • Record the letters and memos sent to all units in Pejabat Setiausaha Kerajaan Pahang in <i>Buku Log Peggantaran Surat</i>. • Prepare a letter and memo to inform all staffs of <i>Unit Latihan & Kompetensi</i> regarding <i>Mesyuarat Semakan Pelan Operasi Latihan, Pelawaan Biasiswa Yang Di-Pertuan Agong Sesi Pengajian 2016/2017</i> and <i>Pelawaan Kemudahan Program Biasiswa Komanwel New Zealand Tahun 2016</i>. • Prepare a tentative for <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan Siri 1/2016</i> by using Microsoft Publisher.

Weeks (2016)	List of Activities
Week 9 (14 Mar – 16 Mar)	<ul style="list-style-type: none"> • Attend <i>Mesyuarat Semakan Semula Pelan Operasi Latihan 2016</i>. • Prepare the minutes of meeting of <i>Mesyuarat Semakan Semula Pelan Operasi Latihan 2016</i>. • Make a confirmation call to all participants for <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan Siri 1/2016</i>. • Made a preparation for <i>Kursus Akauantabiliti Dalam Pengurusan Kewangan</i> and key in all details of the participants by using e-silat portal. • Went to De Rhu Beach Resort to attend <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan Siri 1/2016</i>. • Handled the registration process and also prepare all the materials and equipment that will be used by the consultant during the program. • Prepare a certificate for all participants of <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan</i> by using e-silat portal. • Prepare for closing ceremony for <i>Kursus Akauntabiliti Dalam Pengurusan Kewangan</i> and I was appointed to be the emcee for the closing ceremony.

2.4 Chapter Summary

In this chapter, the trainee had explained about the task and job that she did during her practical training. The task given to the trainee is based on the guidelines that have been provided by the faculty. Apart from that, it also can be concluded that the trainee is able to understand the Pejabat SUK Pahang working environment especially in Human Resource Division and experience the work ethic that applied at the department which is every document and task execution have their own system to be managed and requirement. Instead of that, it is a valuable experience that can be gaining form the internship program where all the task and activities that are being given by the supervisor can prepared the trainee for the reality of working environment in the future.

CHAPTER 3

ANALYSIS

3.1 Chapter review

This chapter focuses on the analysis done during a practical training in the Human Resource Division which is known as *Unit Latihan & Kompetensi* of Pejabat SUK Pahang. Section 3.2 explains about the introduction to this chapter, Section 3.3 explains about the event management in Pejabat SUK Pahang. Section 3.4 clarifies the event management cycles while Section 3.5 explains about the strength and Section 3.6 explains about the weaknesses of the event management. Lastly, Section 3.7 is the summary of the chapter.

3.2 Introduction

Unit Latihan & Kompetensi of Pejabat SUK Pahang engaged in providing and handling most of the events related to training and development for the employees. Other than that, it also engaged in organizing events which is specially designed for the newly appointed government servants which is known as *Program Transformasi Minda Siri 1/2016*. In order to ensure that the program will be successfully implemented, the human resource division itself develop various processes to ensure the project will be done in the rightful manner. During the program, I was directly involved with most of the processes as stated in the project management life cycle such as attending meeting, prepare an invitation letter, site visit and engaged in delivering the program feedback form

3.3 Event management in Pejabat SUK Pahang

Event management is defined as a process which involve researching, designing, planning, coordinating and evaluating events (Goldblatt, 2002). Successful event management involves many personnel undertaking separate tasks in a coordinated manner. An event must be managed not only in accordance with the organization's policies, but also in accordance to the state laws and regulations. If the event is poorly managed, the impact can be profound to the image of the organization itself, damage to property as well as to the natural environment, and will obstruct the trust and expectation of the stakeholders. Other than that, according to Shone & Parry (2004), an event management also involve number of operational stages which are setting up objectives, planning, organizing and preparing the event, implementing and running the event and lastly event evaluation.

In order to carry out work efficiently, it is essential that a scheme of operations being decided to clearly defined all the tasks involved for the responsible person. With such planning, the task can be broken down into a series of operations and an orderly sequence or program of execution evolved. The different components in event management helps the event manager to plan, organize and control the event efficiently and effectively.

3.4 Event management life cycle

3.4.1 Event planning

The first step in performing an event is to develop a plan for the event to consider the mechanism for ensuring the effectiveness of the planning process. Planning is defined as a detailed method arranged before anything else is done. There are two types of planning involve in event planning process which are strategic and operational (Bowdin et al., 2006). Strategic planning involves making a mission statement and objectives, determining policies, identifying funding and revising strategy involves to ensure the mission is achievable. In contrast, operational planning involves more routine, specific, individual procedures or dimensions of the event.

Planning process is crucial as it helps to defines the objectives of the event. Event objectives covers statement that summarizes the purpose or mission of the event. The mission statement of the event should ensure that the planning and implementation of the event do not go off rails. Other than that, it is also important to develop detailed and specific objectives. Ideally the objectives should be realistic and measurable for achieving outcomes of the event. In short, Van Der Wagen (2001) pointed out that an objective of an event should be specific, measurable, achievable, realistic and time related (SMART).

As for the *Unit Latihan & Kompetensi* of Pejabat SUK Pahang, all of the events that they have to handle were already being assigned by the top management. By referring to the development of objectives for the *Program Transformasi Minda Siri 1/2016*, the objectives of the program will be improved according to the needs and expectation of the state government towards their public officials from time to time. Among of the objectives of the *Program Transformasi Minda Siri 1/2016* are

- Provides an insight to the concept of nationhood, principles and philosophy of the establishment of the state and the government system.
- Fostering individuality, identity and the patriotism value of the government officers to be more competent and capable of adapting themselves in the public service.
- Apply an excellent work culture in order to provide an efficient and effective service delivery.
- Provide employees with first class mentality towards the goal of developed countries.

Clarity of the planning process is crucial in order to get everyone in the project team are in the same direction. As for the objectives of the *Program Transformasi Minda Siri 1/2016*, it can be seen that this program is focusing on creating public officials which are skilled and proficient in exercising their task in a good manner as well as contributing to the government. Thus, by having a specific objective, the event manager together with the project team will be able to develop future direction of the event by focusing on the main objectives of the event itself.

3.4.2 Timing and location

Timing and location of an event have a significant impact on the overall success of an event. It is important for the event manager to consider the best places to do the event in which the place has the availability of facilities, accommodation, transport, as well as support of the stakeholders (Sport and Recreation Tasmania, 2009). The venue chosen also should be able to stage the event as has been stated in the initial aims and objectives without causing any negative impact to the surrounding environment. Apart from that, Dipetro et al. (2008) also pointed out several key selection criteria in choosing a suitable venue for an event which include accessibility, availability of facilities, quality of service, affordability, destination image, attractions, safety and security. As for time consideration, it is also crucial for the event manager to find suitable date for the event to ensure that there are no compliment events overlapping with the current event.

For the timing and location of an event organized under *Unit Latihan & Kompetensi* of Pejabat SUK Pahang, the *Program Transformasi Minda Siri 1/2016* was held on 19 February until 25 February 2016 at De Rhu Beach Resort, Kuantan. The event was held on the purposed date as has been stated in *Pelan Operasi Latihan 2016* in which in this plan, all the dates of the events that will be organized by the human resource division has been set by the top management. Regarding to the location, De Rhu Beach Resort has been chosen as it has all the relevant facilities needed by the organization to run the event such as meeting room, as well as availability of conference and banquet facilities. In addition to that, the resort chosen also located near Kuantan Town in which it will ease the movement of the participants for the event as well as the event organizer. This is

because, most of the public officials which are the participants for the event are all working in an organization located nearby Kuantan town.

3.4.3 Organizing committee and event manager

An event manager is the one who has the vision to deliberate activities with the committee and works towards the fulfillment of the preset event objectives. There should be an individual that is appointed as the event manager who has an overall control of the event and also have ultimate responsible for the major decision and direction for the committee (Sport and Recreation Tasmania, 2009). Apart from that, an event manager also responsible to organize meetings as it is one of the important features of event management. During meeting, a chairperson should manage the pace and outcomes of the meeting and someone should be designated to keep notes for record. Documentation from the meeting should be distributed to build clear ideas of the event, building team spirit and motivating all committee members involved (Van Der Wagen, 2001).

Apart from that, an event committee usually involves group of people in the organization itself or people in which the organization decided to outsource. It is very useful to have an organizing committee as this will clearly assign roles and responsibilities to the committee members. In addition to that, in order for the event manager to assign tasks to the committee members, the committee itself need to have a clear idea of all different aspects of the event. Thus, it is very useful to compile an event plan or checklist which will ensure that all aspects of an event are considered and adequately addressed as has

been planned during the planning stage. other than that, it is also crucial for the event manager to build a Work Breakdown Structure (WBS). WBS is a visual representation that breaks down the scope of the project into manageable section for the team. This is done to clearly shows the committee members about the details of task and duties of each committee member as well as the reporting person they should refer to in performing any specific tasks.

As for the organizing committee and event manager for the *Program Transformasi Minda Siri 1/2016*, the organizing committee involve all staffs from *Unit Latihan & Kompetensi* and the event manager for the program also was one off the staff which is Mr Mohd Fadzlee Bin Mat Yassin @ Adnan. He was responsible to make major decision for the program as well as making a confirmation list for the venue, applying for budget, assigning tasks for the committee members, make a confirmation list for the participants as well as organizing meetings before the event implementation. Most of the time, the event checklist will be discussed during meetings to ensure that every committee member have clear guidelines on their task and duties.

PROGRAM TRANSFORMASI MINDA SIRI 1/2016

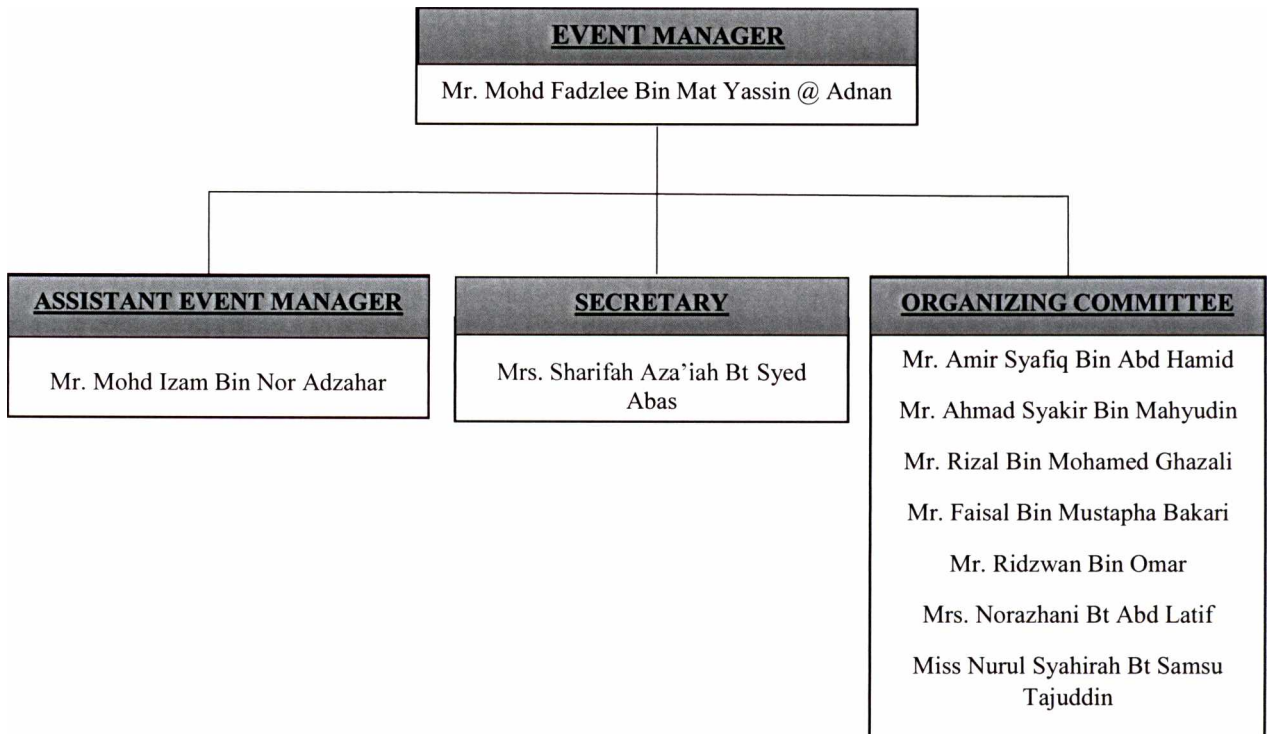


Figure 3.1: Committee member's chart

3.4.4 Finance and budget

Financial planning is important in an event management process in which it is used to estimate how much the event will cost as well as to keep track of the actual expenses incurred. Money changing hands and expenses such as fees, hire costs, advertising and such must be properly documented as the financial record will be audited during the evaluation stage (Van Der Wagen, 2001). Apart from that, preparing a budget also is one of the initial planning stage. Van Der Wagen (2001) defines budget as a projected revenue and expenditure from which an estimate of the net profit from the proposed event can be ascertained. A budget preparation will afford guidelines for approving any expenditure incurred for the event and ensuring that the financial aspects of the event stay on track. In addition to that, it is also important to assign someone who is responsible to take care of the money flows such as expenses for bookings, staffs and publicity (Anton & Bryn, 2004).

For the finance and budget preparation done for the *Program Transformasi Minda Siri1/2016*, the budget for the program was already allocated by the financial department. In Pejabat SUK Pahang, all departments will be given specific amount of budget for each department to run an event. With the approval from the top management, the event manager will prepare a budget proposal for the program and the financial department will then consider and approve the budget application. For the budget allocation for *Program Transformasi Minda Siri1/2016*, the budget allocated was amounted to RM60,000. As for event management in *Unit Latihan & Kompetensi*, most of the time the event manager

itself will be responsible to take care of the financial aspects of the event with the help of other managers involve with the *Program Transformasi Minda Siri 1/2016*.

3.4.5 Event implementation

In the implementation phase, the project plan is basically being put into motion and all work project will be performed. Event management has to be effective and event managers must be a good communicators and good delegators in this phase as the situations might be constantly changing (Shone & Parry, 2004).

Program Transformasi Minda Siri 1/2016 which is being organized by *Unit Latihan & Kompetensi* of Pejabat SUK Pahang was held on 19th February 2016 until 25th February 2016. It is a 7 days' event which involve all of the newly appointed public personnel from various public agencies located around Pahang such as personnel from Majlis Perbandaran Bentong, Pejabat Setiausaha Kerajaan Pahang, Jabatan Kawal Selia Air, Majlis Perbandaran Kuantan so on and so forth. Before the event, each of every one of the committee members of this program was already being given our specific tasks and responsibilities. The event manager also did organize several meetings before the event to make us clear about the motion of the program as well the details of the event schedule.

During the first day of the program on 19th February 2016, I was appointed to be the person in charge for the registration process of the participants of the program. After the registration process, I have to key in the details of the participants in the *e-silat* portal to officially register their name as the participant for *Program Transformasi Minda Siri*

1/2016. Apart from that, this portal also will help the organizers of the event to gain information regarding the participants. This portal also will be used to prepare a certificate for the participants at the end of the event. After that, there were some indoor activities conducted such as psychology test as well as ice breaking session.

On 20th February 2016 which is the second day, there were several indoor activities which is focused on talk session on the title of the *Overview Perkhidmatan Awam, Tanggungjawab dan Peranan Pegawai Awam*. This session is more on exposing the civil servants towards the overview of their working environment and ethics. On the third day which is on 21th February 2016, there were also indoor activities which is on talk session regarding *Budaya Kerja Kelas Pertama* and *Pengurusan Kewangan, Perintah Am Bab B & G*. During the fourth day on 22th February 2016, the tentative was also the same in which the participants will be exposed to some general knowledge regarding the government as well as to boost their patriotism towards their own country with talk session on the topic of *Hala Tuju Negara, Menjana Negara Sejahtera & Bahagia* and *Pengurusan Integriti dan Keselamatan(Isu Integriti)*. Next, on 23th February 2016, the program still continues with indoor session about *Pengurusan Integriti dan Keselamatan(Isu Keselamatan)* and *Budaya Kerja Kelas Pertama (Pemikiran Kritis dan Inovatif)*. In addition to that, there is also a public speaking slot which is known as “Walk The Talk” in which, each of the participant will be given a topic and they were given a task to discuss about the topic in 5 minutes. The objective of the slot is to test the act of performing an oral presentation of an individual to a live audience in a structured, deliberate manner to inform, influence or to entertain the audience.

On the sixth day, the program was focused more on the outdoor activities. On 24th February 2016, the participants were required to conduct a community service program for a Corporate Social Responsibility (CSR) activities which is known as *Jalan-Jalan Cari Minda*. CSR is a company's sense of responsibility towards the community and environment in which the operates. During this session, the participant expresses their citizenship through waste and pollution reduction processes as well as contributing financial and educational assistance. The community service is executed in Balok, Kuantan in which the activities being done are such as cleaning the area of Pasar Nelayan Balok, Tanah Perkuburan Balok, Sk balok, Tabika Kemas Balok Pantai and SK Agama Rakyat Attaqwa. In short, these CSR activities was conducted in order to strengthen the relationship between the civil servants and the community. On the same day also, the participants were given a task to organize a simple event which is known as *Malam Red Carpet* to weigh their event management skills.

On the last day of the program, the participants of *Program Transformasi Minda Siri 1/2016* needed to sit for an online test which known as *Ujian Pemantapan PTM On-Line* in which this test will qualify all the participants as a legitimate civil servant. To conduct this test, a seminar room is being used and each candidate will be prepared with a laptop to do the test. Lastly, during the closing ceremony all the participants of the program will be given their certificate as a prove that they already join this program and automatically was official government personnel.

Table 3.1: Tentative of *Program Transformasi Minda Siri 1/2016*

Date	Time	Program
19 th February 2016	2.15pm – 4.15pm	Registration
	5.00pm – 6.30pm	Psychology and Personality test
	6.30pm – 7.00pm	Ice Breaking
20 th February 2016	8.30am – 10.30am	<i>Overview Perhidmatan Awam</i>
	2.15pm – 4.15pm	<i>Tanggungjawab Dan Peranan Pegawai Awam</i>
21 th February 2016	8.30am – 10.30am	<i>Budaya Kerja Kelas Pertama</i>
	2.15pm – 4.15pm	<i>Pengurusan Kewangan, Perintah Am Bab B & G</i>
22 th February 2016	8.30am – 10.30am	<i>Hala Tuju Negara, Menjana Negara Sejahtera & Bahagia</i>
	2.15pm – 4.15pm	<i>Pengurusan Integriti dan Keselamatan (Isu Integriti)</i>
23 th February 2016	8.30am – 10.30am	<i>Pengurusan Integriti dan Keselamatan (Isu Keselamatan)</i>
	10.45pm – 1.00pm	<i>Budaya Kerja Kelas Pertama (Pemikiran Kritis dan Inovatif)</i>
	2.15pm – 4.15pm	Walk The Talk
24 th February 2016	8.30am – 4.15pm	<i>Jalan-Jalan Cari Minda (Community Service Program)</i>
	6.30pm – 10.30pm	<i>Malam Red Carpet</i>
25 th February 2016	8.30am – 10.30am	<i>Ujian Pemantapan PTM On-Line</i>
	10.45pm – 12.00pm	Closing Ceremony

3.4.6 Delegation of task and meetings

During event implementation, the committee members will perform their tasks and progress of information will be regularly reported through regular team meetings. This is done to maintain the direction of the event by measuring the performance of event activities and compare the results with the plan and take corrective actions as needed (Barron, 2009). Apart from that, delegation of task also important as the committee members will learn to handle and solve problems by themselves with the advice and approval from the event manager itself.

For the delegation of task for *Program Transformasi Minda Siri 1/2016*, the event manager conducted a briefing of task and duties for all committee members involved regularly during the period of event being executed. Meetings also being conducted regularly during the program to ensure procedures and event schedule are on track.

3.4.7 Risk management

Risk management is one of the most important aspect in an event management. Bowdin et al (2006) stated risk as “any future incident that will negatively influence the event and jeopardize the event organization’s chances of achieving its objectives. Risk management is defined as the process of determining managing the risks that will threaten the process of achieving a preset objectives of an event. It is crucial to recognize the general approaches of risk management by looking at the aspects of a project or activity to identify its risks (Shone & Parry, 2004). In addition to that, Mules (2004) also pointed out

that the type of risk associated by an event is highly related to the ability of the event manager or organizer itself in handling and manage the associated risk.

For the risk management of the *Program Transformasi Minda Siri 1/2016*, there are various steps taken by the committee members as well as the event manager to identify all of the possible risks for the program. Most of it is regarding the risk regarding attendance of the participants for the program. Thus, to avoid the problems of the participants not showing up during the program or made a last minute cancellation, the committee members make an update regularly regarding the attendance confirmation with all of the participants. Other than that, the program also involves certain kind of outdoor activities for the participants, thus the committee members already make a preparation to deal with any incidents related to the health issues and the possible risk of the outdoor activities. Other than that, the event manager also did make a research about the catering provision provided by the De Rhu Beach Resort Hotel to ensure that all of the foods serve are being prepared in hygiene and sanitation provision.

3.4.8 Event termination

Event termination involves several elements which there will be a range of administrative task including completion of the accounts, payment of final bills to contractors as well as personnel completions which comprises of final payment to staffs, the bringing up to date of staff records for future references together with some evaluation of the event itself (Shone & Parry, 2004).

3.4.9 Evaluation and feedback

An event evaluation will allow many benefits to be gained from a critique of the event. Evaluation also is being done by generally referring to the event objectives which has been set in the planning stage before the event (Van Der Wagen, 2001). Apart from that, Bowdin et al. (2001) pointed out that an evaluation process should use all available source of information and should consider not only the visitor's perception but also from the organizers. This analysis will help the organizers to examine what went well and what didn't and will provide an aid for future planning.

An evaluation of *Program Transformasi Minda Siri 1/2016* was being done by conducting a post-mortem meeting right after the event termination. Many issues being discussed by the committee members together with the event manager to address any issues during the event. Those issues that was being discussed is regarding the application of task and duties of the committee members as well as program activities. The performance of committee members also were evaluated as a whole and also at individual level. For the evaluation of the activities, there are some weaknesses that has been found by the committee members during the implementation of the event and there might be some action will be taken for further improvement. This is because, there might be activities that went well that they are best left untouched, there are activities that went well but need to be strengthened further and there are also some activities that went badly and needed to be sorted out. Apart from that, a feedback form also was being prepared by the committee members of the program which is known as *Borang Penilaian Program Transformasi Minda Siri 1/2016* in which this feedback form will be distributed to the

participants of the program to distinguish their commentaries and overall conclusion regarding the effectiveness and efficiency of the implementation of the program.

3.4.10 Preparation of report

Preparation of report is a process of preparing a document comprises of the details of an event as well as providing the SWOT analysis of the event. Through the preparation of report, the wisdom of experience is transferred back to the project organization and thus, will help future event management team to design an enhanced quality of an event.

A written report also will be prepared by the secretary of the program which is Puan Sharifah Aza'iah in which the written report itself will prepared by referring to the analysis from the *Borang Penilaian Program Transformasi Minda Siri 1/2016*. Lastly, after the preparation of written report is done and submitted to the top management of Unit Latihan & Kompetensi, the event will be terminated formally.

3.5 Analysis of *Program Transformasi Minda Siri 1/2016*: Strength

Based on the practical training experience, the practical trainee manages to identify a few strength or advantages that are being possessed by the company. This strength can be considered as their competitive factor in determining their survival of the organization. Instead of that, through the strength that they possessed, it can help the organization to achieve their vision and mission and next lead to successfulness of the organization. The strengths are:

3.5.1 E-filling system

The record filling system used by this organization is quite simplified in which they used the information system to make their work process more efficient and effective. As for the record system, this organization is using a system called *e-silat* in which this portal will be used to key-in any information regarding the training and development programs handled by them. By using this portal, more information can be accessed only by the tip of their finger. Apart from that, information also can be easily obtained as all of the information regarding the documents and procedures of handling training and development program are all located in one system.

3.5.2 Strategic venue

The event manager together with the high committee members of *Program Transformasi Minda Siri 1/2016* were very particular in choosing a suitable place for their event. The organizers especially the event manager itself did a critical planning information in choosing the venue for *Program Transformasi Minda Siri 1/2016* which provide the best services and amenities that the venue can offer. Apart from that also, this organization also always choose the venue of any of their event according to the approved budget, number of participants and also type of the event. The organizers also have made the venue booked for at least 1 month earlier to ensure that they have the date for their event set in stone.

3.5.3 Participation of the delegates

The committee members of the program always give their full commitment towards any training and development program that has been conducted by the human resource department. Apart from that, the event manager also always considered the amount of workloads given to the delegates in which when assigning committee responsibilities, they always take into account the work load of the committee, the availability of the committee for involvement on the day of the event as well providing continuous guide and updated information regarding any issue to ensure the event can be executed successfully.

3.6 Analysis of *Program Transformasi Minda Siri 1/2016*: Limitations

Based on my practical training experience, there are a few limitations that can be identified. In an organization, it is crucial to identify any limitation as it can help an organization to improve their performance and next lead to efficiency and effectiveness of event management. Thus the limitations are:

3.6.1 Overlying events

As for Pejabat SUK Pahang, the human resource department will basically handle various training and development. At least 40 events for the development of the personnel will be conducted by them every year as according to the Jabatan Perkhidmatan Awam (JPA) and as has been obliged by Pejabat SUK Pahang itself. This will eventually cause a problem of overlying events because the human resource department need to implement

all the events in order for them to reach their stated Key Performance Indicators (KPIs). As during the implementation of *Program Transformasi Minda Siri 1/2016*, there is still another program being implemented in another venue.

3.6.2 Shortage of staffs

Unit Latihan & Kompetensi of Pejabat SUK Pahang also have a problem of shortage of staff. Same problems occurred each time when an events is on due when they did not have enough human capital to do the task and responsibilities. When there is staff shortage, the remaining committee members of the event must undertake more work responsibilities. This will lead the staffs to be more susceptible to make silly mistakes and inefficiencies in performing task and responsibilities.

3.6.3 Unsecured website

The e-silat portal which is currently used in the organization is unsecured as it is not secured with a very limited security. In which, a full name and identification number of an event organizer is the only information needed to access the e-silat portal. This will increase the possibility of cyber attack by the hackers. Any irresponsible individual might misuse the system by registering their name and obtain a certificate of attending any training and development program without having them to really participate in the program. This will cause a problem of lack of transparency on the organizers point of view as well as absence of the value of integrity of the public personnel.

3.6.4 Financial constraints

Financial constraints also is categorized as one of the limitations faced by the organization to implement an event. Poor financial resources will eventually effect the execution of an event because there will be various of limitations that the organization had to face. As for what has been experienced by Pejabat SUK Pahang, every department will have a problems when it comes to the budget allocated from the financial department for each event. In addition to that, there is also a problem of too much bereauracies when the financial department requested for many paper work and apart of that, they also took so long in approving the budget proposal by the event organizers.

3.7 Chapter summary

In chapter three, trainee had explained that during practical training trainee identified that there are related concepts had been applied to the workplace which able to help the trainee to gain more understanding on the concept already learns during past semester. Trainee had identified the process that are involved in event management process during her practical training at the Human Resource Department of Pejabat SUK Pahang. Besides, the process that have been applied is closely related to the coursework that the trainee had learned during past semester which is under the subject of Project Management.

CHAPTER 4

RECOMMENDATIONS

4.1 Chapter Review

This chapter begin with Section 4.2 for the introduction of this chapter and Section 4.3 is discussing about the recommendations for the strength whereas Section 4.4 explained the recommendation for the limitations. Lastly, Section 4.5 clarifies the summary of the whole chapter.

4.2 Introduction

Based on the overview of the event management practices that are being applied in the organization that trainee attached during internship, the trainee has come out with few suggestions or recommendations from the overview of event management process that already described in previous chapter. Apart from that, the recommendations that are being made can assist the company in term of efficiency and effectiveness as the strength and limitation have been recognized.

4.3 Recommendations for strength

Based on the trainee observation, there are several suggestions that can be anticipated towards improving the organization in leading events on behalf of the government. From the analysis given in chapter 3, the strength faced by the organization need to be enhanced with a good strategy to ensure the ongoing effectiveness and efficiency of the staffs while doing their job. The strategies are:

4.3.1 Wide ranging application of e-filling system

In order to make the application of the e-filling system that is currently being practiced by Pejabat SUK Pahang more effective and efficient, the management should expose the application of this system throughout the whole department. It is to ensure that all employees are aware of the existence of the system itself and it is an advantage of all of the employees in the Human Resource Department as they can execute their tasks and duties effectively.

4.3.2 Multiple choices of venue

The Program Transformasi Minda Siri 1/2016 was held at the De Rhu Beach Resort, Kuantan. In ensuring that there will be no problem of lack of venue for event implementation, the management as well the organizing committee for any event that will be conducted by the Human Resource Division should find out more choices of venue for Training and Development program that provides better services and amenities.

4.3.3 Train new members

One of the success factor of an event management is the ongoing support and participation of its own delegates. Thus, in ensuring that the event that will be conducted by the Human Resource Division is free from any confines, the management should train more new members to assist the available staffs in the Human Resource Division of Pejabat SUK Pahang in handling the Training and Development events. Plus, the new members also could bring more advantages and good returns in term of providing new ideas as to improve the event management process and to make it more appealing.

4.4 Recommendations for limitations

Based on the trainee observation, there are several suggestions that can be anticipated towards improving the organization in leading events on behalf of the government. From the analysis given in chapter 3, the limitations faced by the organization need to be enhanced with a good strategy to ensure the effectiveness and efficiency of the staffs while doing their job. The strategies are:

4.4.1 Properly scheduled events

Properly scheduled events are actually closely related to the time management and how effective the personnel engaged with the events planning plan their event schedule. To have a properly scheduled events in which events are not overlapping with others, the management as well as the involving event team members has to constantly update and

review the event schedule. In other words, they have to conduct meetings regularly to acknowledge the progress of each event and give priorities to the important events first for example an event which involve participants and consultants from other organization as compared to simple events which involve their own organization's staffs as the participants. To be precise, the management team of Human Resource Division need to constantly update and review their *Pelan Operasi Latihan* to ensure events can be implemented with success.

4.4.2 Outsourcing

Outsourcing has become a major trend in human resource these days. It is the practice of sending or attaining certain job functions outside an organization instead of handling them in house. Due to the problem of shortage of staff experienced by the organization that the trainee has undergone her internship, it is crucial for the organization especially the Human Resource Department to outsource their human capital. The organization can outsource for a human capital which is in the same category as the organization's business such as event management expertise. This will allow the organization to have an updated capabilities and access to new knowledge of event management that the organization simply could not afford to invest if they are implementing their business on their own.

4.4.3 Improvement on the website security

As had been explained earlier in Chapter 3 about the restrictions of the organization's website, the management team should take a further precaution steps in dealings with their *e-silat* portal. They should be more precise in the issue of the security of the website. It is crucial to use a strong password to the server and website admin area to protect the security of the website. Rather than using the full name and identification number of the committee members of the event as the password to access the website, the management team need to improve the security of the *e-silat* portal by designing new password by using secured encrypted values. By using this method, the password will be fully secured in which only the team members know the password to access the website. This will eventually will reduce the possibility of the website being hacked.

4.4.4 Improved financial management

As has been mentioned in Chapter 3 about the problems of financial constrains faced by the organization. The management team has to take several alternative efforts in order to go through this issue. In such, if before this most of the event is being held at the hotel so to fit with the financial status or limited budget provided by the financial department, maybe the management team can shift to choose another venue such as by only using the hall provided in the organization itself which is Dewan SUK, Wisma Sri Pahang. In addition to that, regarding to the issue of bureaucracies, the organization should simplify the process of budget application as well as budget approval to ensure that the whole organization can operates effectively and efficiently.

4.5 Chapter summary

In this chapter, the main highlight was to analyze the weaknesses of the task that being choose as the main focus. This is the furtherance of the analysis in the previous chapter where there are some recommendations that has been suggested in chapter 4 regarding the weaknesses of the tasks. This is to identify the mistakes and to suggest some corrective actions that can be taken by the organization in order to be better in the future. Apart from that, it is also can boost my knowledge on how to evaluate the tasks by giving the reasonable suggestion to reduce any difficulties to the future.

CHAPTER 5

CONCLUSION

5.1 Chapter Review

Chapter 5 begin with Section 5.2 for the introduction of this chapter. Section 5.3 is the summary of Chapter 1, Section 5.4 is the summary of Chapter 2, Section 5.5 is the summary of Chapter 3 and Section 5.6 is the summary of Chapter 4. Lastly in Section 5.7 is the Report Summary.

5.2 Introduction

This chapter concluded each of the chapters that I have explained previously.

5.3 Summary of Chapter 1

In chapter 1, the trainee had explained about the organizational background which is regarding the background of Pejabat SUK Pahang. The trainee had identified and acknowledged the vision, mission, organizational motto, its quality base, the organizational logo, organizational structure. Besides, the trainee also has made known of the organizational units and divisions and was well informed about the division for each department itself.

5.4 Summary of Chapter 2

In chapter 2, the trainee had explained about the task and job that she did during her practical training. The task given to the trainee is based on the guidelines that have been provided by the faculty itself. In addition to that, the trainee also was able to understand and deal with the working environment and work ethics applied in the Pejabat SUK Pahang especially in the Human Resource Department. Apart from that, it is also a valued experience gained by the trainee through the period of internship program where all the tasks and activities being given by the supervisor to the trainee can prepare the trainee for the reality of working environment in the future.

5.5 Summary of Chapter 3

In chapter 3, the trainee had explained that during her practical training, there are various related concepts that had been applied to the workplace which able to help the trainee to gain more understanding on the concept that the trainee had learned during her past semesters. Trainee also had identified the practices involved in the event management process during her practical training at the Human Resource Department. Besides, the trainee also able to relate most of the task and duties done by her during practical training in organizing an event as it is closely related to her past semester subject which is the Project Management. Besides that, the trainee also had make an analysis regarding the strengths and weaknesses of the task that have been chosen as the main focus to prepare this report.

5.6 Summary of Chapter 4

In chapter 4, the main focus is to provide with a recommendation of the weaknesses being highlighted in previous chapter. This chapter is regarded as the continuance of the analysis done in chapter 3. This chapter focus more on identifying the blunders of certain tasks and duties as well as the organizational practices and with that, the trainee had come out with several recommendations to be taken by the organization to provide better work processes and services in the future.

5.7 Report Summary

The trainee choses Pejabat SUK Pahang as the place for her to do her practical training. The practical training starts from 20th January 2016 until 16th March 2016. From the practical training, there are a lot of experiences as well as knowledge gained by the trainee. Among of it was experiencing a real working environment for the first time. During the practical training also, the trainee has the opportunity to make use most of the basic concepts especially regarding the Project Management subject that she had learned in class. Combining the practical and theoretical knowledge helped the trainee a lot in retaining better understanding of job being done, better feel of the work that the trainee had completed as well as more additional experiences.

Apart from being exposed to the real working environment, the trainee also gained many other benefits in term of self-confidence enhancement and improvement in communication skills in completing all the job and duties that has been assigned to her. In the Human Resource Department, the trainee had been trained to communicate with the other staffs as well as the top management in completing the tasks and duties. The working environment itself helps the trainee a lot in using the correct language while communicating with the staffs that have different range of age as well as position in the organization. Apart from that, from most of the program being held by the Human Resource Department, the trainee was also being appointed as the emcee of the event and this is surely had improved the communication skills as well as the self-confidence of the trainee.

In addition to that, the trainee also has developed a good relationship with the other staffs in the same and other department due to the positive and friendly working environment in the organization. The trainee had learned well about the actual processes and steps needed to be taken in completing the tasks and duties by constantly cooperating and interacting with the staffs by having an effective two-way communication. In addition to that, the staffs at the Pejabat SUK Pahang also were very open in sharing any ideas as well as providing knowledge and guidelines to the trainee in completing her tasks and duties. Apart from the staffs, the supervisor of the trainee itself was very concern and always asking for updates and provide the trainee with positive feedback if the trainee has any difficulties during the practical training.

Furthermore, by experienced this practical training, the trainee is able to develop her skills and knowledge on work performance. By having a practical training in the organization, the trainee not only perform tasks and duties which is on paper only, but also including other skills such as teamwork, problem solving skills, technical skills, communication skills, interpersonal skills and so on. This is very crucial as this advantage will help the trainee in future. This is because, the real-life practices during the practical training will gives the trainee a new learning experience and the relevant techniques applied during the practical training will be relevant when the trainee start working in her chosen field.

After all, the trainee also learnt about the culture in the workplace. The working culture such as collective values, management styles, norms, language, system as well as beliefs in Pejabat SUK Pahang was respectable and positive as it contributes to the unique social and psychological environment of the organization. This can be seen during the implementation of any event or program handled by the Human Resource Department in which all the team members will cooperate with each other to ensure that all programs can be conducted successfully. Apart from that, the staffs from the Department of Human Resource itself always appreciated every member in the organization. For instances, the internship students that will finished their practical training will be celebrated by having a farewell party. This is so much to show on how they appreciated every individual in the organization and this values actually will make the relationship between staffs closer not only in the office but also outside the office.

To sum up, all of the experienced gained by the trainee during practical training was very valuable not only in increasing their skills and knowledge but also in term of skills and knowledge needed in the trainee's future career. The practical training itself provides the trainee with essential skills that she may require as a part of her education right before she enter into the workforce. As a result, from the practical training, the trainee can develop further understanding on the day to day routine for her chosen career in her future undertakings.

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APPENDICES



REGISTRATION PROCESS



INTRODUCTION SESSION OF THE COMMITTEE MEMBERS



OUTDOOR ACTIVITIES: COMMUNITY SERVICE



INDOOR ACTIVITIES: ICE BREAKING SESSION



MALAM RED CARPET



ORGANIZING COMMITTEE OF PROGRAM TRANSFORMASI MINDA SIRI 1/2016



FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : NURUL SYAHIRAH BINTI SAMSU TAJUDDIN

NO MATRIK UITM : 2013299824

NO KAD PENGENALAN : 941101065212

PROGRAM : AM228

NAMA PENSYARAH PENYELIA : MADAM ARENAWATI SEHAT BINTI HAJI OMAR

*** Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Latihan Praktikal pada setiap kali pertemuan diadakan**

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	25 TH March 2016	12.00 PM		Consult on chapter 1

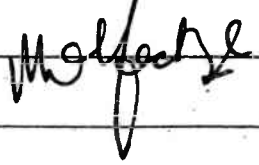
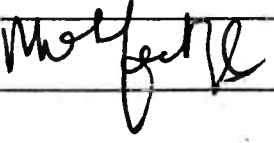
2	1 st April 2016	12.00 PM		Submit Chapter 1
3	8 th April 2016	12.00 PM		Consult on Chapter 2
4	15 th April 2016	12.00 PM		Submit Chapter 2
5	22 nd April 2016	12.00 PM		Consult on Chapter 3
6	29 th April 2016	12.00 PM		Submit Chapter 3
7	6 th May 2016	12.00 PM		Submission draft Chapter 1 until Chapter 3
8	13 th May 2016	12.00 PM		Consult on Chapter 4
9	20 th May 2016	12.00 PM		Consult on Chapter 5
10	3 rd June 2016	12.00 PM		Submission full draft Chapter 1 until Chapter 5

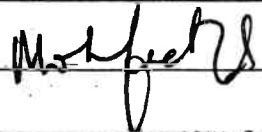
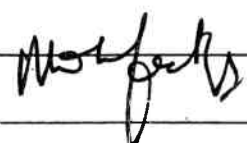
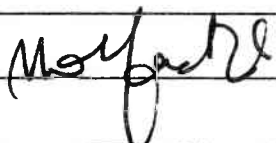
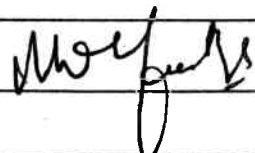
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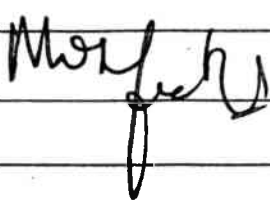
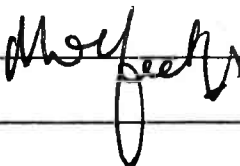


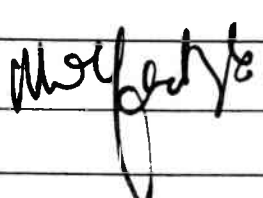
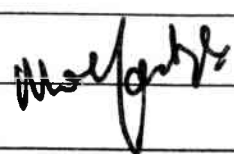
UNIVERSITI TEKNOLOGI MARA SARAWAK

**PRACTICAL TRAINING
LOG BOOK**

E	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2016	<p>Key in data (participants) for Program Transformasi Minda 1/2016</p> <p>→ Short brief from supervisor regarding organization</p> <p>→ Being introduced to all staffs at Unit Latihan & Kompetensi</p>	
2016	<p>Key in participants for Training for Trainers Program</p> <p>Made a memo to acknowledge Pj. SIK & Bhs Kewangan Negeri about Kursus Perakunan Dan Kewangan Kerajaan</p> <p>Prepare letter: Surat Menerangkan Tindakan Program Latihan Institut Perakunan Negara (IPN) 2016</p> <p>Prepare Memo and invoice for payment for Bahagian Kewangan Negeri</p> <p>Prepare a letter to book funds for Mesyuarat Pelarasan Unit & Gutang Rayong Ruing. Pejabat</p>	<p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>  <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

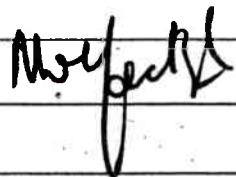
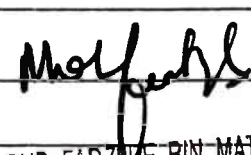
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1/2016	Prepare letter request for an expert to give talk for kursus "Sense of Urgency"	
	Make alist for all exams for Jabatan Perkhidmatan Awam (JPA) Bahagian 1/2016	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang
1/2016	Prepare letter "Borang Tempahan Makanan" for Mesyuarat Pengurusan Unit Latihan & Kompetensi 1/2016	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang
1/2016	Prepare report for kursus "Saying No Politely" (Laporan Borang Penilaian Kursus) to analyze the effectiveness of the course a month after the course being done. It is also being done to compare the ability and competency of the personnel before and after course	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang
	Prepare report (Laporan Borang Penilaian Keberkesanan Kursus) for Kursus Bengkel Penyediaan Fail Mjca.	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang

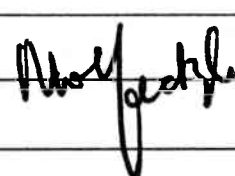
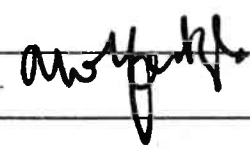
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Prepare a report for "Kursus Bengkel Penyediaan Fail Meja". This report is being done by analyzing the "Borang Penilaian Keberkesanan Kursus" to determine the effectiveness of the course. The form ^{was} being filled by the participants of the course a month after the course being conducted.</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
	<p>The objectives of this report are to determine the effectiveness of the course, to compare the effectiveness of the course before and after the course being done as well as requiring the participants or personnel to provide any recommendations to further improve any course which will be conducted by Unit Latihan Dan Kompetensi afterwards</p>	
2016	<p>Prepare "Laporan Borang Penilaian Kursus" for "Kursus Akuntabiliti Dalam Pengurusan Kewangan", "Kursus Kerahsiaan Dokumen" and Kursus Not Just a Secretary. (Details of work done are same as above.)</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1/2016	Prepare a letter for "Program Pencalonan Bagi Mengikuti Program Pembangunan Eksekutif Di Luar Negara".	
	<p>Processed received letter and record it in file in accordance with the reference number for the letter. To process a received letter, a red pen will be used for letter that are being received by the company (SUKU Pahang). Whilst, a black pen will be used to record any letter being sent out from the organ company to other organization.</p>	<p></p> <p>MOHD. FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
	<p>Attend meeting with all staffs from Unit Latihan Dan Kompetensi regarding "Program Transformasi Minda" that will be held on 19 February 2016 to 25 February 2016. The purpose of this program is to give participants of this program are among those government personnel which is newly appointed newly appointed government employees which are still on probation period. This program is made compulsory for all the government employees to attend to ensure that they</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

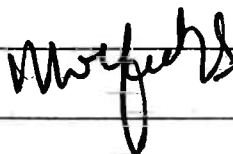
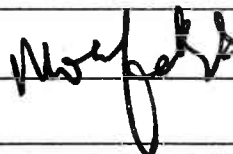
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>know the nature of their work process, the working environment and to transform their mind to think outside of the box when there is problems occurred during their working period. At the end of this program, the same participant will undergo a special examination to qualify them to be a legitimate civil servants. In addition to that, the newly appointed government officials employees has to attend this program within 3 year of the date they are being appointed as government employees. If they fail to perform or participate, they will be dismissed. by the government.</p>	<p style="text-align: center;"><i>Moh Fadzli</i></p>
	<p>Key in date (candidates) for "Pepenkuasaan Bagi Ujian Kederasan Menaip". This exam is being done by typing "Skip Rencana" and they have 10 minutes to finish the typing task. Before the exam start, the candidate is being given 5 minutes to read the "Skip Rencana" before start the exam.</p>	<p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia S.p. Setiausaha Kerajaan Pahang</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1/2016	<p>Attend meeting with all staffs from Unit Latihan Dan Kompetensi which discussed about all programs that are going to be done (Mecyuarat Pengurusan Latihan Dan Kompetensi BPSM). In this meeting, the issue that has been discussed are about all the programmes regarding Training And development, in which 40 programmes will be conducted per year and regarding the competency of the personnel. This unit has come out with 24 exams/^{with tests} being conducted according to the Jabatan Perkhidmatan Awam (JPA). In addition to that, in this meeting, the issue of auditing has been discussed in which in overall Unit Latihan & Kompetensi are aligned with the Key Performance Indicator (KPI) as well as new ISO will be implemented which is the latest ISO 9001:2015.</p>	<p><i>Mohd Fadzlee</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

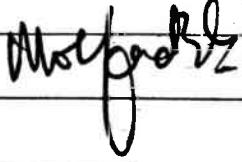
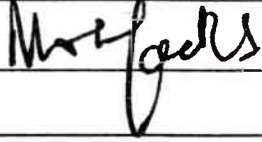
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2016	Key in participants for "Program Transformasi Minda"	
	<p>Documentation of report for Kursus Bengkel Penyediaan Fail Mya, Kursus Saving No Politely, Kursus Akuntabiliti Dalam Pengurusan Kewangan, Kursus Kerahsiaan Dokumen and Kursus Not Just A Secretary. Each kursus will be documentized separately into each sampul kecil. This process is being done to ease the management to see their ^{the} performance of each kursus. by This report contains all informations regarding ^{analysis of} "Boang Penilaian Keberkesanan Kursus".</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
2016	<p>Key in participants for Program Transformasi Minda 2016.</p> <p>Prepare memo / letter about program that will be conducted by Politetuk Sultan Haji Ahmad Shah (Polisas). This memo is being done to inform all units / division of Pejabat SUE</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

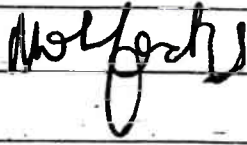

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>Pahang regarding Heri Setiausaha conducted by Polisas on 3 Mac 2016. This letter is made to require each division of Pejabat Suke Pahang to send atleast two participants to participate the program. Letter of confirmation of attendance " Surat Perpesahan Kehadiran Peserta " is attached too to ease the process of confirmation of by the other division of Pej. suk Pahang to Unit Latihan & Kompetensi (BPSM).</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
2/2016	<p>Learn how to use portal e-silat or also known as Sistem Latihan Pejabat Setiausaha Kerajaan Pahang - Pej. Suk Pahang especially Unit Latihan & Kompetensi will use this portal to register any programmes or "Kursus" on the line. By using this portal, the personnel involved in any programmes will can know about the information of their programmes either conducted</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>


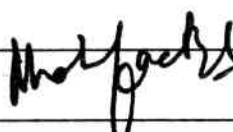
TE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>inside or outside the organization.</p> <p>My task today is using portal esilat to register the programme first which is "Berkut Pengawasan Penerimaan Perkhidmatan Awam Anjuran JPA & SPA 2016" and then proceed with registering all the participants for the program. The use of this portal will increase the effectiveness and efficiency of the organization.</p>	<p>Molfehs</p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
	<p>Prepare an attendance confirmation slip for Taklimat Kebakaran Dengan Kerjasama Pertubuhan Pencegah Kebakaran Kuala Lumpur Bagi Pejabat Setiausaha Kerajaan Pahang.</p>	<p>Molfehs</p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2/2016	<p>Prepare an invitation letter (Surat Tempatan Kepada Jurulatih Dan Fasilitator) for Program Transformasi Minda 1/2016. This letter is been made to ask for confirmation of the facilitator and trainer and require them to reply the letter of confirmation (Surat Pengesahan Kehadiran).</p>	 <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
2/2016	<p>Join the Bengkel Tallimat Peperiksaan Perkhidmatan Awam Oleh Jabatan Perkhidmatan Awam (JPA) 2016 at Vistana Hotel, Kuantan. The program being held for half-day only which is from 8am to 12.30 pm. This program is about how extema^{the} examinations were conducted and it is mainly focused on how the invigilator will should invigilate the exam and all the candidates and how to pack all the examination papers. In this program also, i was appointed to be the emcee. It was a new experience for me as this is my</p>	 <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

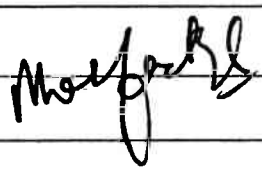
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	<p>first time being an emcee for a formal event. Basically, everything went well with the help of my supervisor and all staffs from Unit Latihan & Kompetensi and besides, i also can add my knowledge on how the exams in public organizations being conducted.</p>	
/2016	<p>(8 & 9 February 2016 - 10/2/2016)</p> <p>Edit previous memo made to all all units of Pejabat Setiausaha Kerajaan Pahang and record in it in a respective file by using black pen to indicate that the letter ^{will be} was being sent out from Unit Latihan & Kompetensi to all another units in Pejabat SUK Pahang</p>	<p>Moh Fadzlee</p> <p>MCHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
	<p>Prepare certificate for all candidates of Bengkel Taklimat Peningkatan Perkhidmatan Awam Oleh Jabatan Perkhidmatan Awam (JPA) 2016 which is already being held last Friday. The certificate is being done customarily by using the e-stamp page.</p>	

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
1/2016	<p>Prepare letter of "Surat Pencaloran Kursus Penyelidikan Dan Kepimpinan Berkesan"</p> <p>Process received letter and record it the letter according to the reference number.</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
2/2016	<p>Attend meeting with all staffs from Unit Latihan Dan Kompetensi together with trainers and facilitators involve in with Program Transformasi Minda. Among of the agendas of the meeting are regarding the schedule, and requirement needed for the program.</p> <p>Prepare "Slip Pengesahan Kehadiran for Taklimat Kebakaran Never Trust Fire" that will be held on 17 February 2016.</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

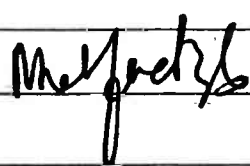
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1/2016	<p>Make a call for attendance confirmation from all participants for INTAN Special Lecture On Blue Ocean Strategy by Professor W. Chan Kim which will be held on 25 February 2016.</p>	<p> MOHD FADZLEE BIN MAT YASSIN @ ADNAN Pencolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
1/2016	<p>Go to Dewan Suka, Wisma Sni Pahang to check on the preparation of the table and hall set up for Taklimat Kebakaran "Never Trust Fire" Dengan Kerjasama Pertubuhan Pencegah Kebakaran Kuala Lumpur. Confirmation for the technical and table set up will be made with Unit Aset and Bahagian Teknologi Maintenance Wisma Sni Pahang. This program will be held on 17 February from 10am to 12 pm</p>	<p> MOHD FADZLEE BIN MAT YASSIN @ ADNAN Pencolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
	<p>Key in the name of participants for Program Transformasi Mindo and divide according to their respective group. The participants for this program are all 80 government ^{personnels} servants. This pr is being done by using Microsoft Access to ease the</p>	

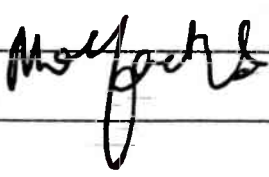
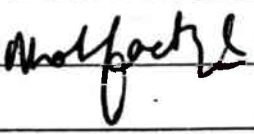
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	process of registration.	
	<p>Make a call to all units involved with Taklimat Kebakaran "Never Trust Fire" to make an attendance confirmation with the person involved. This is to ensure that they will attend the program as a representative from their unit. The process of confirmation is being done by fax the "Berang Pengesahan Kehadiran" to Unit Latihan & Kompetensi as the committee member of the program.</p>	<p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
2/2016	Attend the Taklimat Kebakaran "Never Trust Fire" at Dewan Suk, Blok C Wisma Sri Pahang.	
	<p>Make a preparation for Program Transformasi Minda.</p> <ul style="list-style-type: none"> - Prepare nametag for the participants. - Prepare nametag for the organiser - Key in the name of participants in e-silat 	<p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
5/2	Went to De Rhu Beach Resort, Balok for Program Transformasi Minda Sin 1/2016	
	<p>During first day of the program, preparation for registration process has been made together with the other preparations needed for the program such as make sure that all the participants showed up during registration process and ensure that they already have their room key to avoid any other problems regarding accommodation. Next, the program proceeds with "ice breaking sessions" and briefing sessions, mental preparation and introduction to their organization.</p> <p>Next, the following days the program was filled with physical programs every morning and evening to ensure that all the participants are in a good condition physically so that they can pay full attention during the program.</p>	<p><i>Mohd Fadzlee</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia n.p. Setiausaha Kerajaan Pahang</p>

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	<p>Other than that, this programs also filled with variety of talk / seminar as a preparation for the civil servants in public service such as talk about "Overview Perkhidmatan Awam, "Tanggungjawab & Peranan Pegawai Awam" on Saturday, "Budaya Kerja Keras Pertama", "Pengurusan Kawangan, Perintah Am Bob @ & G" on Sunday, "Hala Tuju Negara", "Majlis Negara Sijantera & Bahagia", "Pengurusan Integriti & Keselamatan" on Monday, "Pengurusan Integriti & Keselamatan (Isu Keselamatan, Isu Integriti)", "Budaya Kerja Keras Pertama" on Tuesday.</p> <p>Besides that, this program also have CSR (Corporate Social Responsibility) slot in which the participants being divided into few groups and went to several places such as Tanah Perkuburan, SK Balek, Pasar Melayan Balek, Tabika Kemers Balek Pantai and Sekolah Agama Rakyat Attequra to run community activities.</p>	<p></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Pembolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>


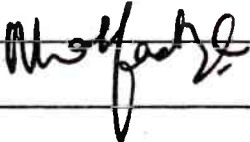
DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
-/2016	<p>Prepare "Senarai Edaran Kursus khas Pemudangan Tanah Bilangan 1 Tahun 2016".</p> <p>letter of invitation to join the program was sent by Institut Tanah dan Ukur Negara (INSTUN) which they requested other organization which are specifically referred to all Pejabat Tanah dan Daerah Daerah dan Tanah Negeri Pahang to join the program. The letter received was recorded into their respective file and was recorded by using red pen as it is was a letter received by other organization.</p>	<p><i>Mohfadzli</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
	<p>Next, as Unit Latihan & Kompetensi is responsible to handle all programs and seminars, the letter has been made extended to other Pejabat Daerah & Tanah Negeri Pahang in which there are all 11 Pejabat Daerah & Tanah in Pahang. All the letter then will be fax to the organization. Lastly the letter will be recorded in the respective file by using black as the letter is referred as "Surat Keluar".</p>	<p><i>Mohfadzli</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>


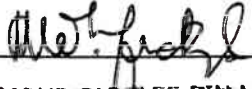

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>Receive an invitation letter from INTAN Kampus Wilayah Timur (INTIM) to join the "Seminar Kepimpinan & Gender". The letter which is regarded as "surat terima" was recorded in the respective file by using red pen.</p>	<p></p>
	<p>From the invitation letter from INTIM, another letter of invitation also been made to invite other "Badan Berkanun" to join the seminar such as Yayasan Pahang, Perbadanan Kemajuan Negeri Pahang, Perbadanan Kemajuan Bukit Fraser, Perbadanan Perpustakaan Negeri, Lembaga Pembangunan Tioman and Lembaga Muzium Negeri Pahang. Next, the invitation letter will be recorded in their respective file by using black pen as it is regarded as "surat keluar".</p>	<p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Pencolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

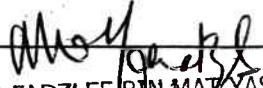
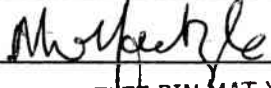

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>Prepare "Borang Tempahan Makanan" and "Memo Mengeluarkan Pesanan Kerajaan" as a meeting will be held on next Monday, 29 February 2016 to discuss about "Majlis Perkongasian Ilmu".</p> <p>After "Borang Tempahan Makanan" been made, then it will be sent together with the "Memo Mengeluarkan Pesanan Kerajaan" to Bahagian Khidmat Pengurusan, Pejabat Pokok for a payment to be made to the caterer. This process will ease the payment process between the caterer and on behalf of Pejabat Pahang.</p>	 <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
1/2016	<p>Attend meeting for preparation for Majlis Perkongasian Ilmu. Among of the issue been discussed are regarding the theme of the program, the guest to be invited, the menu, doorgift, and most of the ^{matters} issue being discussed are regarding the division of task and discussion about the tentative of the program.</p>	 <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

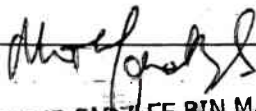
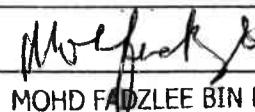
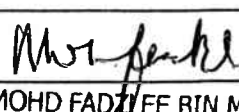
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>As for the program, I was given task to prepare a slideshow and also to be the emcee. To ^{do} complete the slideshow, i was given an example of previous slide for of the program itself to ease my job to prepare the slideshow according to the theme of the program which is "Back To School".</p>	<p><i>Mohd Fadzlee</i></p>
3/2016	<p>Made a preparation for program Majlis Perkongresian Ilmu.</p>	<p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
3/2016	<p>Made a preparation for program Majlis Transformasi Minda 3/2016 Perkongresian Ilmu.</p> <ul style="list-style-type: none"> - Finalise the menu - Finalise the decorations and doorgifts 	<p><i>Mohd Fadzlee</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
3/2016	<p>Made a preparation for Majlis Perkongresian Ilmu</p> <ul style="list-style-type: none"> - Decorate office space with photo booth, and more props as if in classroom environment 	

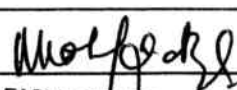

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<ul style="list-style-type: none"> - Met all Bahagian Pengurusan Sumber Manusia's staff which celebrate birthday from Jun 2015 - Dis 2015 to include their pictures in the slideshow for "Birthday Session". - Prepare emcee script for the program - Met with staff from BPSM that will be transferred to other organization/units; practical students and also new staff who entered BPSM (take their pictures and invited them to the program) 	<p style="text-align: center;"><i>Mohd Fadzlee</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
3/2016	<p>Celebrate the Majlis Perhimpunan Ilmu and i was the master of ceremonies together with Suhaimi, which is a practical students from psychology unit. The program started from 8.30 am to 12.00 pm. During the program, This program is being done to foster closer ties between all staffs from Bahagian Pengurusan Sumber Manusia by celebrating the ones who!</p>	<p style="text-align: center;"><i>Mohd Fadzlee</i></p> <p>MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

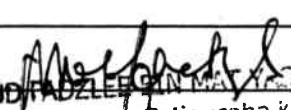
DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<ul style="list-style-type: none"> - celebrate their birthday - familiarisation session with new staffs from BPSM, new practical students - celebrate staff who receive first child while is working with BPSM and celebrate those who are going to be transferred 	
	<p>Other than that, in line with the name of the program itself, sharing of knowledge session also was one of the content of the program in which the which is about Water Transfer Printing.</p>	<p style="text-align: center;"> MOHD FADZLEE BIN MAT YASSIN @ ADNAN Pencolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>
3/2016	<p>Sort the participants for Program Transformasi Minda in accordance to their company / organization. This is done to ease the work process if we're going to refer back to the participants and from which organization they come from.</p> <p>For example:</p> <ul style="list-style-type: none"> - Jabatan Perhutanan - Jabatan Pertanian, etc 	<p style="text-align: center;"> MOHD FADZLEE BIN MAT YASSIN @ ADNAN Pencolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia b.p. Setiausaha Kerajaan Pahang</p>

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
/2016	Record letter & memo sent in "Buku Log Penghantaran Surat"	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Perolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang
/2016	Record memo sent in "Buku Log Penghantaran Surat"	
/2016	Prepare a memo to inform all staffs of Unit Latihan & Kompetensi regarding "Mesyuarat Semakan Pelan Operasi Latihan" that will be held on 14 Mae 2016 which requires all staffs from Unit Latihan & Kompetensi itself to join the meeting. This memo	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Perolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang
/2016	Prepare a tentative for "kursus Akuntabiliti Dalam Pengurusan Kewangan Sin 1/2016" that will be held on 16-17 Mae 2016.	
	This tentative is being done by using Microsoft Publisher by referring to the previous examples to ensure all the format used are the same and standardize.	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Perolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	<p>Prepare letter and memo regarding:</p> <ul style="list-style-type: none"> - "Pelawaan Biasiswa Yang Di-Pertuan Agung Sesi Pengajian 2016/2017" - "Pelawaan Kemudahan Program Biasiswa Komewel New Zealand Tahun 2016" 	 MOHD FADZLEE BIN MAT YASSIN @ AI Penolong Setiausaha Kerajaan— Bahagian Pengurusan Sumber Manu Pejabat Setiausaha Kerajaan Pahang
	<p>The letter is being sent to all Pejabat Daerah dan Tanah and Jabatan Negeri while the memo is being sent to all divisions/units of Pejabat Suk Pahang.</p>	 MOHD FADZLEE BIN MAT YASSIN @ AI Penolong Setiausaha Kerajaan— Bahagian Pengurusan Sumber Manu Pejabat Setiausaha Kerajaan Pahang
3/2016	<p>Attend a meeting "Mesyuarat Semakan Semula Pelan Operasi Latihan 2016". Among the issues that has been discussed are regarding all programs/ "kursus" handled by Unit Latihan & Kompetensi. Other than that, some of programs also being updated to regarding the date and places. There are also some issues that has been highlighted in the meeting such as</p> <ul style="list-style-type: none"> - Surat Edaran KPPA - Pekeliling Perbendaharaan Malaysia 	 MOHD FADZLEE BIN MAT YASSIN @ ADA Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusi Pejabat Setiausaha Kerajaan Pahang

DATE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	- Semakan Takwim Pelan Operasi Latihan 2016	
	- Pengajuran Kursus Utama Tahun 2016	
	Prepare the minutes of meeting "Minit Mesyuarat Semakan Semula Pelan Operasi Latihan" with referring to existing "minit mesyuarat" to ensure the mint that is being prepare are in accordance to the existing format.	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang
3/2016	Make a ^{confirmation} call to the participants for Kursus Akauntabiliti Dalam Pengurusan Kawangan to ensure that the participants are joining the programme (Pengurusan Kehadiran).	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang
	Made preparation for Kursus Akauntabiliti Dalam Pengurusan Kawangan such as: - Key in the name of the participants in e-silat portal - Prepare a folder (stationeries) - Prepare all equipment to be brought (laptop, printer, A4 papers, LCD, stationeries)	 MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang

TE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
2016	<p>Went to De Rhu Beach Resort to attend Kursus Akauntabiliti Dalam Pengurusan Kewangan.</p>	
	<ul style="list-style-type: none"> - Ensure that ^{the} hall that will be used for the program is ready - Set up the LCD and laptop - Registration (Morning) - Prepare for program's slot <ol style="list-style-type: none"> i) Taklimat & Kawalan Pengurusan ii) Kawalan Bajet dan Terimaan iii) Kawalan Perbelanjaan & Perdehan 	<p style="text-align: center;"> MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang</p>
	<p>Went to the De Rhu Beach Resort for Kursus Akauntabiliti Dalam Pengurusan Kewangan</p> <ul style="list-style-type: none"> - Handle the registration (Evening) - Set up the equipment (Laptop & LCD) - Update the attendance for all participants in e-silat portal - Prepare certificate for all participants by using e-silat portal 	<p style="text-align: center;"> MOHD FADZLEE BIN MAT YASSIN @ ADNAN Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang</p>

TE	EXACT NATURE OF WORK DONE	SUPER VISORS REMARKS
	Prepare for program 's slot : i) Pengurusan Amanah dan deposit & Pengurusan Aset Alih ii) Pengurusan kenderaan & stor iii) Pemeriksaan / Amali	
	Next, closing ceremony is being done as well as awarding certificates to the participants. I was the emcee for the ceremony closing ceremony.	
	As for all, this course is being done to i) Ensure that financial management is conducted efficiently and effectively ii) Enhance understanding regarding the responsibility of the management and financial officers to ensure that financial management complies with all laws and regulations iii) As an awareness to all participants so that they can respond quickly to matters relating to financial management iv) Ensure good financial management dealt through controlled systems and also procedures	 MOHD. FAZLEEQIN M. YUSOFF Penolong Setiausaha Kerajaan Bahagian Pengurusan Sumber Manusia Pejabat Setiausaha Kerajaan Pahang