

UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

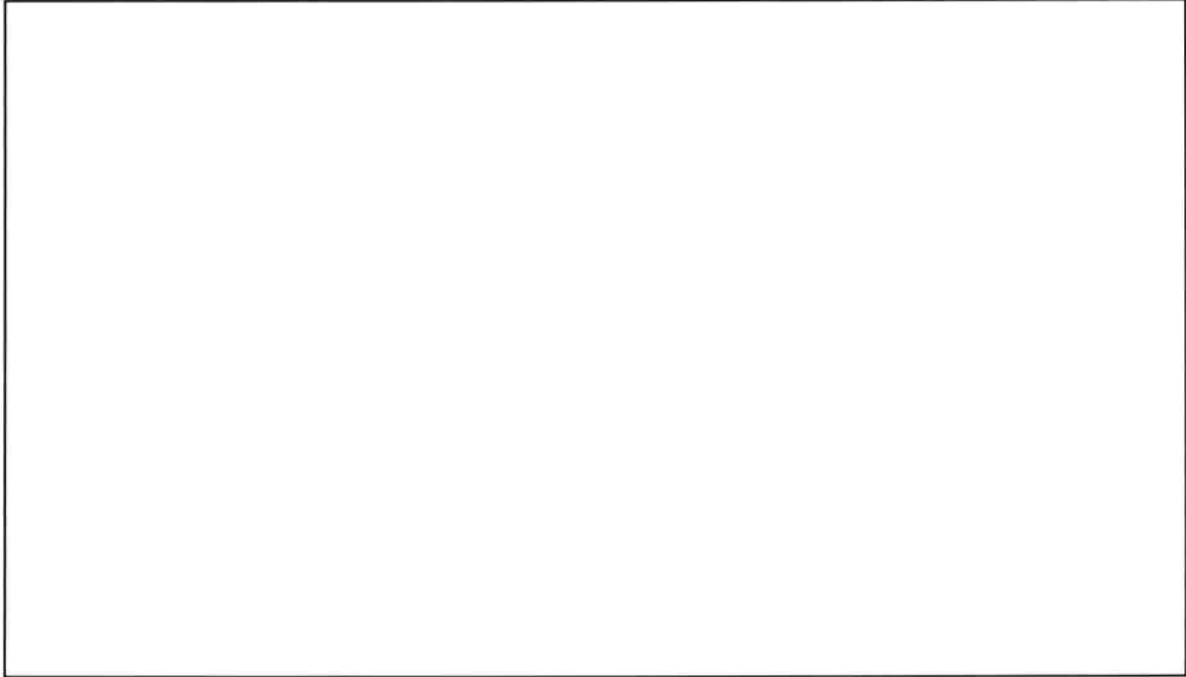


INDUSTRIAL TRAINING REPORT
LAND AND DISTRICT OFFICE OF SEPANG, BANGUNAN TUN AZIZ,
BANDAR BARU SALAK TINGGI 43900 SEPANG

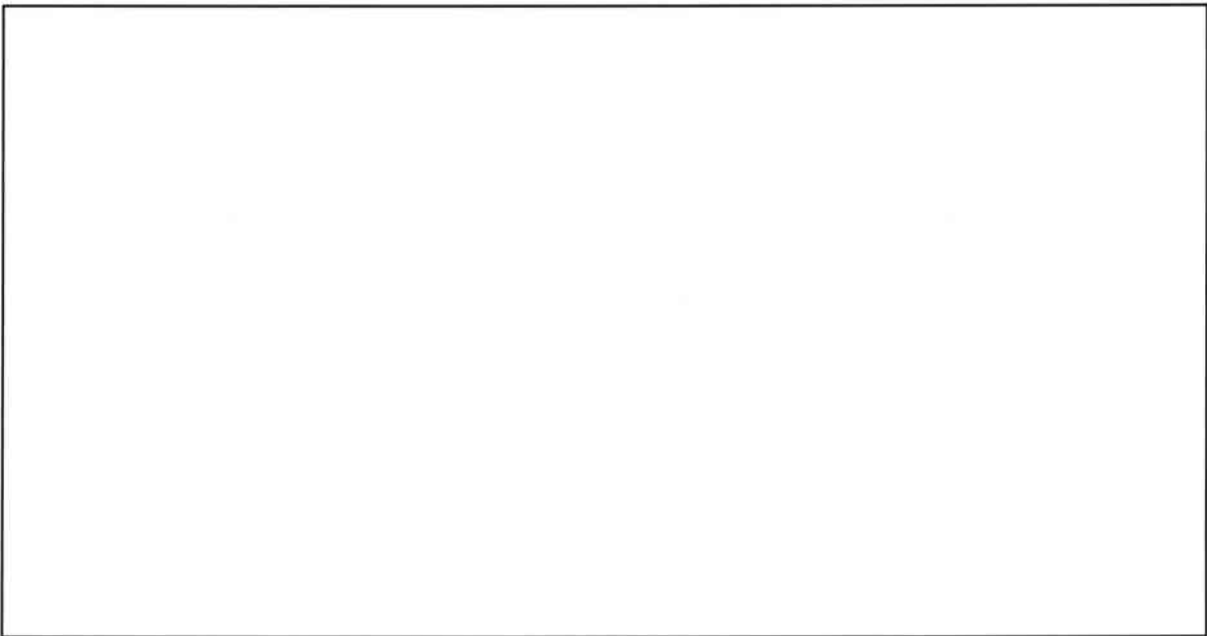
NURUL SYAMIMI BINTI OMAR ZAMAN
2013438176

JUNE 2016

SUPERVISOR'S COMMENTS

A large, empty rectangular box with a thin black border, intended for the supervisor's comments. It occupies the upper half of the page.

MODERATOR'S COMMENTS

A large, empty rectangular box with a thin black border, intended for the moderator's comments. It occupies the lower half of the page.

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 Syamimi bt Omar Zaman
(2012438176)

ACKNOWLEDGEMENTS

In the name of Allah, the most kindly merciful, Praise to Allah for the blessings and loveliness that gave me the opportunity to accomplish my industrial training. For all the struggling I had through, I grateful that I am able to finish this report on time. I would like to express a very great thankful to all the lecturers who had equipped me with essential skills for self-learning, worked tirelessly to educated me and pour valuable knowledge for me until I managed to undergo practical training program successfully. My next gratitude is to Madam Nadrawina Isnin for her supervision, valuable guidance, help and unlimited motivation. He always had time to answer all my questions concerning my internship. I would also like to extend my appreciation to my industrial supervisor, Miss Khatijah bt Haji Nasir that gave me chance and opportunity to work in Sepang District and Land Office in order to complete my internship session within 3 months until it's been done completely. The supervision and support that she gave truly help the progression and smoothness of the internship programme. My appreciation and gratitude is extended to Administrative staffs for their guidance, generosity to share their tremendous knowledge, for giving continuous and unlimited motivation from the starting of the internship until the end of the program. Last but not least, I also would like to extend my thankfulness to the most precious persons in my life, my father and mother for all their moral support, financial support and also to my friends for never ending reminding me to always be honest and trustworthy during my training.

Nurul Syamimi binti Omar Zaman

Bachelor of Administrative Science (Honours)

Faculty of Administrative Science & Policy Studies

Universiti Teknologi Mara, Sarawak

TABLE OF CONTENT

Chapter	Page
Chapter 1: INTRODUCTION OF THE COMPANY	
1.1 About the company	4
1.2 Background of the company	4
1.3 Board of director	6
1.4 Organisation chart	7
1.5 Service management department	10
1.6 Land management department	12
1.7 Development department	15
Chapter 2 : SCHEDULE OF PRACTICAL TRAINING	
2.1 Summary of week 1	16
2.2 Summary of week 2	17
2.3 Summary of week 3	18
2.4 Summary of week 4	19
2.5 Summary of week 5	19
2.6 Summary of week 6	20
2.7 Summary of week 7	21
2.8 Summary of week 8	22
2.9 Summary of week 9	23
Chapter 3: ANALYSIS	
3.1 Applying Project Management Concept.	25
3.2 Applying Ethics in Administration Concept	27
3.3 Applying Management Information System Concept	28
3.5 Applying Organizational Behaviour Theories	29
3.6 Applying Management Principles and Practices Concept	31
Chapter 4: RECOMMENDATION	
4.1 Swot Analysis and Recommendations	33
4.2 Strength	33
4.3 Weaknesses	34
4.4 Opportunity	35
4.5 Threat	35

Chapter 5: CONCLUSION

5.1 Summary of Chapter 1	37
5.2 Summary of Chapter 2	37
5.3 Summary of Chapter 3	38
5.4 Summary of Chapter 4	38
5.5 Conclusion	39

CHAPTER 1

1.0 INTRODUCTION OF THE ORGANISATION

1.1 About the company

Sepang District and Land Office located in Bangunan Tun Aziz, Bandar Baru Salak Tinggi, 43900 Sepang, Selangor Darul Ehsan. Sepang District and Land Office is under the State Government. Its vision is leading best administration towards developed of Sepang prosperous and welfare. Its mission is catalyse organization through quality service and friendly to achieve holistic development. They are several objectives of the company. The objectives are strengthening the ability and organization capacity to improve the efficiency of service delivery system, strengthening organization governance and culture values towards excellence organization, strengthening land management and administrative for the prosperity of the state, increasing the number of public facilities and infrastructure to improve citizen life quality, revitalizing urban and rural development and also strengthening the socioeconomic in a holistic way for the prosperity of the citizen and improve public safety to maintain the unity of city.

1.2 Background of the company

Sepang District and Land Office is an organization that work under state government sector. It provides various services related to land, business and non-business transaction. Sepang District and Land Office also provide information for future development, investment opportunities, tourist centers, recreation and so on. Sepang District was once a remote area in Selangor. Nowadays, it has turned into a leading

area, dynamics, drivers and pulse of economic activity the state and the nation in general.

Selangor District is famous because of the existence of Formula One Sepang Circuit, the Multimedia Super Corridor (MSC), Sepang Gold Coast, Selangor Science Park 2, University and Higher Education Center. It also because of high development nearby such as the existence of Kuala Lumpur International Airport (KLIA) and Federal Administrative Centre, Putrajaya, Cyberjaya,

Mission to makes Sepang among progressive district with excellent infrastructure will boost the socio-economic development in this area. Besides that, various projects are currently under planning and construction such as coastal development and new roads or highways network. Sepang is one of the premiers today and is able to offer a variety of opportunities for tourism, investment, and best jobs.

1.3 Owner / Board of directors

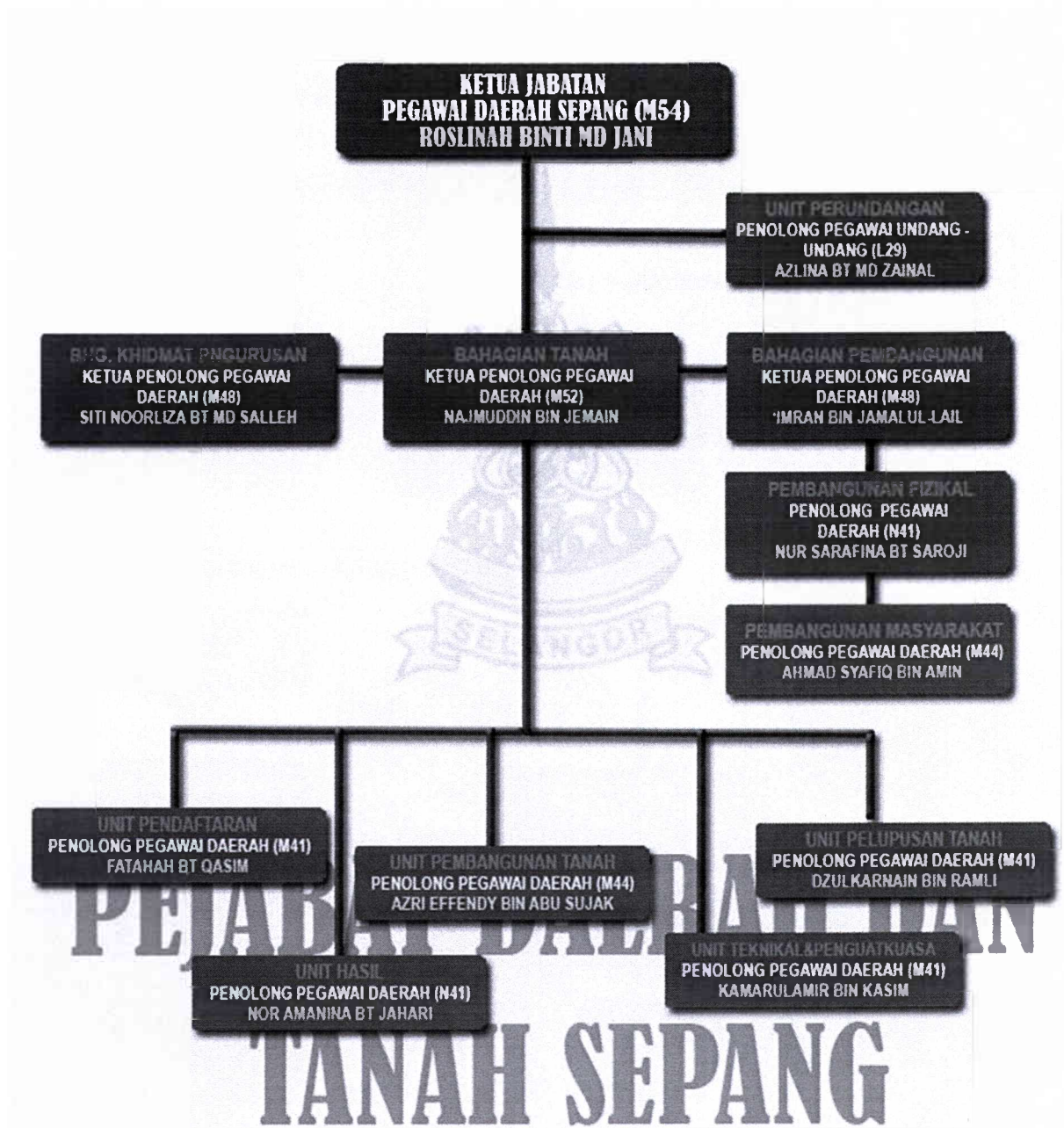


Diagram 3.1 above shows the Board of Director in Sepang District and Land Office

(Source from: <http://www.selangor.gov.my/sepang.php>)

1.4 Organization chart/staff



Diagram 3.2 above shows an organization chart for Service Management Department.

(Source from: <http://www.selangor.gov.my/sepang.php>)



Diagram 3.3 above shows an organization chart for Development Department

(Source from: <http://www.selangor.gov.my/sepang.php>)



Diagram 3.4 above shows an organization chart for Land Management

Department

(Source from: <http://www.selangor.gov.my/sepang.php>)

1.5 Service Management department.

1.5.1 Administration & Finance unit.

- 1.5.1.1 Manage the administrative and financial affairs effectively and efficiently in order to improve the quality of the administrative management of the area.
- 1.5.1.2 Control discipline level and process disciplinary action.
- 1.5.1.3 Coordinate courses, seminars and workshops to enhance understanding of the policies and regulations of the current work.
- 1.5.1.4 Coordinate Annual Performance Evaluation for Human Resource Management Panel.
- 1.5.1.5 Manage Punch Card system.
- 1.5.1.6 Manage Liquor Licensing for Sepang District.
- 1.5.1.7 Manage Trust fund (Disaster and Appreciation).
- 1.5.1.8 Manage the coordination of the Public Complaints.
- 1.5.1.9 Manage Government Quarters and Office Building Rental.
- 1.5.1.10 Manage office vehicle Maintenance.
- 1.5.1.11 Secretariat for official meeting and department periodic meeting.

1.5.2 Council & Entertainment Unit

- 1.5.2.1 To coordinate, organize and implement programs in the form of welcome, hospitality and official functions of the State and Federal Government at the district, sub-district and village.

1.5.2.2 Coordinate and organize various district-level meeting.

1.5.3 Security unit

1.5.3.1 Helps Chief Assistant District Officer (Management Services) by becoming District Security secretary when deliver any disaster aid.

1.5.3.2 Act as secretariat for District Security Council, Disaster aid management, Social problem and Illegal Immigrants management, Consumer Affairs, Unity, and Infectious Diseases.

1.5.3.3 Plan and implement campaigns with the other relevant agencies.

1.5.3.4 Preparing monitoring report and evaluate the impact of government policies implementation and development programs.

1.5.4 Information Technology Unit

1.5.4.1 Provide technical support services in information and communication technologies to government employees and the community towards the realization of electronic government program at the district level.

1.5.4.2 To coordinate and control the use of systems, equipment and other server related.

1.5.4.3 Develop and update the department's website and HRMIS system.

1.5.4.4 Provide training for all officers and staffs, which include user training.

1.6 Land Management department.

1.6.1 Land development unit

1.6.1.1 Resubmission and land re-alienation application.

1.6.1.2 Simultaneous application of land subdivision and hand over the sub division.

1.6.1.3 Application to change conditions, subdivision or land division.

1.6.1.4 Application for land consolidation.

1.6.1.5 Processing applications for changing the use of land from agricultural to industrial.

1.6.1.6 Alienation of land under the Land Act.

1.6.1.7 Processing applications for subdivision or division, alienation of land and resubmission for the purpose of developing land on a property.

1.6.2 Land Disposal unit

1.6.2.1 Application for common land by individuals or private, government departments which are less than 10 acres.

1.6.2.2 Application for clustered massive land.

1.6.2.3 Application for Temporary Occupation License.

1.6.2.4 Application for a Certificate of Authorization Exploration and Mine Leases.

1.6.2.5 Land application under the privatization policy.

1.6.2.6 Appeals application for premium reduction.

1.6.2.7 Application for partition of the building and registration of strata titles.

1.6.3 Land registration

- 1.6.3.1 Land ownership registration.
- 1.6.3.2 Business and non-business transaction registration.
- 1.6.3.3 Receiving instrument of business / non-business transactions.
- 1.6.3.4 Review the documents to determine eligibility for registration is accordance with laws and regulations.
- 1.6.3.5 Record memorial registration in document of Computers Register ownership.
- 1.6.3.6 Prepare and register temporary and permanent ownership title.
- 1.6.3.7 Prepare Official Search Certificate and Private Search for a property.
- 1.6.3.8 Review and bind ownership documents, instrument of business and non-business transactions.

1.6.4 Revenue

- 1.6.4.1 To coordinate, collect revenue in more effective way.
- 1.6.4.2 To ensure tax payment/ local revenue system run smoothly.
- 1.6.4.3 Coordinate the monthly revenue collection reports.
- 1.6.4.4 Collect information related to land revenue for the purpose of monitoring.
- 1.6.4.5 Develop policies and plan for annual collection of land revenue.

1.6.5 Legal

- 1.6.5.1 Review the work procedures so that procedures adopted in the land department are based on the existing laws and not by tradition / practice.
- 1.6.5.2 Monitor lawsuit cases with the Sepang District and Land Office in court.
- 1.6.5.3 Creating awareness among staff and customers of Sepang District and Land Office about the importance of complying with the legal and the consequences if go against the legal provision.
- 1.6.5.4 Monitor the activities of law enforcement under the National Land Code 1965.
- 1.6.5.5 To coordinate legal matters in district with the Legal State Advisor, Legal and Policy department and Selangor Land and Mines Office.
- 1.6.5.6 Coordinate public complaints on matters relating to Sepang District and Land Office.

1.6.6 Technical & Enforcement

- 1.6.6.1 To investigate and prepare a report on public complaints.
- 1.6.6.2 Make land report about permit application of rock material production, land application through privatization and land acquisition.
- 1.6.6.3 Secretariat of Land Acquisition special committee
- 1.6.6.4 Enforcing the rock material production that does not have any permit.

1.7 Development department

1.7.1 Physical development

- 1.7.1.1 Coordinate the plan and implementation of district infrastructure sector.
- 1.7.1.2 Plan and implementing the technical aspects of the projects under district office.
- 1.7.1.3 To coordinate and monitor the projects implementation that is ready for payment.
- 1.7.1.4 To coordinate and supervise project of federal, state and private.
- 1.7.1.5 Manage, prepare and certify work and civil engineering plans.
- 1.7.1.6 To coordinate District Physical Development plans.
- 1.7.1.7 Coordinate and oversee the Local Development plan with Local Authorities.
- 1.7.1.8 Coordinate the development of central agencies at the district level.
- 1.7.1.9 Review of Land Conversion application to be compatible with the Local Development Plan.
- 1.7.1.10 Plan, coordinate, implement and monitor small projects for district development
- 1.7.1.11 Prepare development allocation estimation and list of projects for district development.

1.7.2 Community development

- 1.7.2.1 Manage the appointment and termination of Villages Tradition Headmen.
- 1.7.2.2 Appoint Development and Security Committee of villages.
- 1.7.2.3 Prepare profile of villages.
- 1.7.2.4 Prepare allowance payment voucher for villages' headmen and Development and Security Committee Chairman Meeting Allowance.
- 1.7.2.5 Plan Community Economic Development Program (District).
- 1.7.2.6 To plan and manage the implementation of the Local Community Leadership Training program.
- 1.7.2.7 Plan and implement program for Small and Medium Enterprises Development.
- 1.7.2.8 Plan, organize and control activities at the district level People Friendly program
- 1.7.2.9 Receiving and offering rental or maintained application for Small and Medium Enterprises development.

CHAPTER 2

2.0 SCHEDULE OF PRACTICAL TRAINING

2.1 Summary of week 1

I have been placed at the administration unit which under training and course unit. After that, I have met with the officers Mrs Siti Norliza bt Md Salleh, The Chief Assistant District Officer (M48), Encik Rosli b Abd Hamid, Assistant Administrative Officer (N36), the Chief Clerk; Musthaffa Kamal b Hj Nasir, Sarimah bt Zainal and to the all other officers. At the first week they thought me to handle course organised. The first course held which was Asset and Store Management Course. The first thing is we need to set up the room that the course will be held. What I need to do is to take the attendance of the participants at the registration counter. After the course finished, we need to collect course evaluation form. The form is to evaluate the effectiveness of the course or activity attended. The form consists of personal information, program information and participant evaluation. After they have filled the form, it must be send to the training coordinator. The training supervisor has to keep the forms for the supervisor to evaluate the performance of the officer after 3 month. The evaluation must be conducted by the same supervisor before and after the courses attended.

Since Auditor from the National Audit Department came on that week, all officers and staff need to complete their training log book. Training log book is record of attendance for the officers and staffs to calculate the courses that they attended for the year. It contains the record and detail of programme, training or courses attended for the year. The log books need to compile in a one file and present it to the Auditor.

2.2 Summary of week 2

Since the log books need to be present to the auditor, the log book must compile together completely without any missing data. The log book also must be signed and approved by the supervisor. To make an approval the supervisor will check the training confirmation letter or certificate that they got after the training. The problem in completing this task was not all the officers and staffs providing the log books on time. Thus, I have to check the officers and staffs that not providing the log book yet and collect it from them as soon as possible and arrange them in the file according to their unit. Then, I have to learn how to write a memo. The memo must be provided each time a courses, activity or training organised. The format of the memo has been provided and I have to complete the memo based on the information given. The memo then will be sign by the officer responsible. Then I have to make a copy of the memo based on the participants list using the photocopy machine. After the memo copied, I have to send them to the participants involve. Within this week me and the other practical student also had a small talk with the Chief Assistant District Officer. She encourages us to make any event or programme collaborate with the district office. As suggestion she told that we can make a research regarding the workers satisfaction. On 28th January, monthly assembly was held. I managed to take the attendance of the officers and staffs at the registration counter and introducing myself in front of all the officers and staffs. The most important information gained from the speech of Chief Assistant District Officer from the land unit is communication is an important medium with the employee to give them information. He also told the workers, reminding them about the job that need to do and communicate with them. This week also a course was held which was Preparation of a Quality Land Report.

2.3 Summary of week 3

Learn how to update the file of Course Attendance Report. I have to key in the activity of courses attended for each officer using the Microsoft excel. Then I have to prepare course attendance report for finance unit for the year 2016 as they requested. Moreover I and the other practical students have discussed either to do some research or create an event regarding the charity since previous practical student have done some research about workers satisfaction of the year 2014. Then we made a decision to make a charity programme with the orphanage at Baitul Barakah Wal Mahabah which is located at Kampung Giching, Sepang. Within this week we started to make a proposal for the charity event planned and called them to gain some information about the place. We also start to make the tentative of the program and created a poster for the event. Moreover I have learnt how to prepare a certificate for past course held and sent it to the officers and staffs participated. I also have worked at the store arranging the A4 paper since new stock came. At the end of the week we had a meeting with the Chief Assistant District Officer. Conclusion of the meeting were the date and time planned need to be changed, the budget calculated need to be adjusted, and we need to prepare to present the proposal to the Sport and Charity Club of Land and District Office, Sepang.

2.4 Summary of week 4

In this week we were working on the proposal of the event which were choosing the activity for the student range of seven years old until twelve years old. We need to brainstorm the most suitable activity to prevent unbiased and did the grouping for the children. Then, we have finalized the tentative for the program. I have learned to record minute of the rest day for the officers and staffs. I have to gather the rest day

form from each unit and use a red pen for the sick leave while black pen for the rest day. Then, I need to calculate the rest day left for each officers and staffs for the year. Furthermore I also helped the officer in the store by completing stock control card, (Kew PS-3). I also need to calculate the maximum and the minimum for each stock. Then I also need to update the file of Course Attendance Report. I also learned how to be an operator. I have to pick up calls from the outside organisation and also from the internal organisation and link the call to the officers accounted. Based on that task, I have learned how to communicate and maintain the relationship with the customers.

2.5 Summary of week 5

The next task was recording the minute of the rest day. The problem in doing the task is the recording must be done in two books and the name list need to be refer to are not arranged in order. Thus I have to find the name in both book and after found the name then record the rest day. Moreover we have to launch the event to make it official and spread the information to all the officers and staffs. Thus, we need to launch the event at the monthly assembly which was held within this week. We have to prepare for the launching event. We decorate a box for the District Officer launch the event by inserting the first donation. We also prepared the poster in soft copy and sent it to development unit since they in charged for the assembly this month to put in the slide. I also have to prepare the speech since I have been appointed as the project leader. After the event has been launched, the Chief Assistant District Officer called me for the meeting with the Sport and Charity Club committee and asked me to present the proposal to them. I also have to give the detail of the project to Mr Ahmad Syafiq b Amin, Assistant District Officer, Development unit, since the CADO as the leader of Sport and Charity Club will continue her study. The conclusion of the

meeting is to change the budget and the activity because of limited time available to make an activity. Moreover we started to collect the boxes for the charity event and print the poster to put it to each box. Within this week also we have Fire Prevention Programme and as usual I have to take the attendance at the registration counter and involve in the programme. After that I have to collect the evaluation form. The proposal also need to be fix for finalize meeting with the Sport and Charity Club committee. At the end of the week we had farewell ceremony with the CADO since he will leave to continue her study. We felt sad since she helped us a lot in the event planned. We also sent the boxes to let them put the things that they want to donate each unit and give detail of the programme to them.

2.6 Summary of week 6

I have starting the week by make copies of memo for each unit and send it to them. The other task I need to complete was record the minute of off day or leave. After applying the rest day and the rest day have been approved, the rest day need to be calculated. The rest day left for the year must be calculated to calculate the rest day replacement. The rest day replacement (GCR) is an award in cash that given to the government servants that have no chance to finish all the rest day because of the important service. The other task was I need to update the Course Report Attendance for all officers and staffs which including the monthly assembly and fire prevention programme that they have attended. Moreover, Integrity Seminar by Malaysian Anti-Corruption Commission was held in this week. As usual I need to take the attendance of the participants which most of them are from other government agencies. I also acted as emcee of the programme and I need to collect the form after the seminar

finished. Next, I have to fill a form for apply transportation and meet the officer incharge for transportation to set the date. Then, I met Puan Sarafina, member of Sport and Charity Club to ask her the officers involve at Baitul Barakah. I also have been asked to send letters and newspaper to each unit. I also need to update the training course report for each staffs and officers. On 25th of February I received a memo that inviting me to go to the “Majlis Tilawah Al-Quran Peringkat Negeri Selangor” on that day at night. I also need to complete the proposal, copied it and give the proposal to other practical students. After that, the proposal presented to Mr Ahmad Syafiq b Amin, Assistant District Officer from Development unit.

2.7 Summary of week 7

Since the secretary of the DO, asked to help her packed the donation from the DO, I and the other practical student have to look for boxes around Salak Tinggi. Then we go to DO's house to pack the donation. After that I need to apply the transportation and then go to cash in the cheque received from the treasurer of Sport and Charity Club at Kuala Lumpur International Airport as the nearest CIMB bank. Then we go around Sepang to buy things to be packed for hamper of the activity planned. We also went to Baitul Barakah, KampungGiching to give money for them to prepare the melas for tea time. I also went to meet Mr Syafiq to get the sign for the proposal. Within this week there was Notice Management under Land Law Course held. As usual I need to take the attendance, taking the pictures and collect the evaluation form. Moreover we have received the donation from the staffs. Each clothes folded nicely and packed in a plastic and we packed the clothes in the box. The other donation received such as food, toys and canned food also packed in the box separately. The

hamper also packed nicely for each group involved. We also went around each unit to collect the donation from boxes that we left on. I went to meet the officer in charge for transportation to confirm the amount of transport need. I also attended a meeting with Mr Badli Shah b. Mohd Nasir for the transportation from the enforcement unit. Moreover I went to Maybank to change the money donated. On 4th of March, in the morning the donated item loaded into the transportation. We go to Baitul Barakah to set up the place. At the evening the event started according to the tentative.

2.8 Summary of week 8

On the 8th week, we discussing the benefits and flaws from the event. The conclusion is all the activities went well as planned and all the officers that followed the programme were satisfy with the programme. Furthermore we have to cancel one of the game because of time constraint. The task I need to complete on this week was recording the minute of file of knowledge sharing, course organised by SUK, course organised by others government agencies and course organised by Land and District Office. I also need to be the operator at the counter and record the minute of rest day for January and February 2016. As usual I have to send the letters and newspapers to each unit. I also have to send the letters to other organisation Sepang. I also have to copy five memo based on the participant and send it to them. Then I sent the name list of participant to the development unit for certificate. Moreover I need to send poster and put it at each unit. Then I have to update the file of Course Attendance Report.

2.9 Summary of week 9

This week I have to attend Office Management Guide Course. This course was attended by the new staffs and practical students. Then I completed the usual task including send a newspaper and letters to each unit, stay at the counter as operator, photocopied a memo and sent it to them. The other task was calling the stationary company for invitation of quotation and asked them for valid email. The other task is I have to make labels for store unit

3.0 ANALYSIS

While working at the Land and District Office of Sepang, there are a lot of experiences and knowledge gained from the environment there. I also have applied the theories and concept I have learned from the class attended to the working environment. By undergo the practical processes I can experience myself in a working condition. Indeed, it was tough than what I have learn from the classes.

3.1 Applying Management Principles and Practices Concept.

According to Henri Fayol's theory, the principles of management, then, are the means by which you actually manage, that is, get things done through others individually, in groups, or in organizations. Formally defined, the principles of management are the activities that plan, organize, and control the operations of the basic elements of people, materials, machines, methods, money and markets, providing direction and coordination, and giving leadership to human efforts, so as to achieve the sought objectives of the enterprise. For this reason, principles of management are often discussed or learned using a framework called P-O-L-C, which stands for planning, organizing, leading, and controlling. When the CADO advise us to make a program with the other practical student we started to plan the programme that we want to make. Planning must take the available resources and flexibility of personnel into consideration as this will guarantee continuity. Organising means that there must be sufficient capital, staff and raw materials so that the event can run smoothly and that it can build a good working structure. Thus we need to organize the committee and did the task based on the position appointed, as example the treasurer need to provide all the information about the budget needed for the event. The next is leading, I as the leader of the project need to supervise the other practical student and help them in

completing their task because any problem that they faced they will refer it to me. When given orders and clear working instructions, others will know exactly what is required of them. I also have to communicate clearly what should be done to avoid misinterpretation. Then controlling by verifying whether everything is going according to plan, I have to know exactly whether the activities are carried out in conformity with the plan. Control process including measure and report on actual performance, compare results with performance and standards, take corrective or preventive measures as needed. As example when the time for the activity was limited we need to cancelled one of the game planned. Henri Fayol also was able to synthesize 14 principles of management after years of study, namely division of work, authority and responsibility, discipline, unity of command, unity of direction, subordination of individual interest, remuneration, the degree of centralization, scalar chain, order, equity, stability of tenure of personnel, initiative and esprit de corps.

These are the important key in management principles. Henri Fayol has stressed on the specialization of jobs. He recommended that work of all kinds must be divided & subdivided and allotted to various persons according to their expertise in a particular area. Thus, every task was divided to each member in conducting the charity project. Each member also have the responsibility towards the task given. Moreover according to this principle, efforts of all the members of the organization should be directed towards common goal which unity of direction because it will leads to smooth direction. In implementing the charity project need efforts of all the members should be directed towards common goal.

3.2 Applying Organizational Behaviour Theories.

Organizational behaviour (OB) is a term related to the study of individual and group dynamics in an organizational setting, as well as the nature of the organizations themselves. Whenever people interact in organizations, many factors come into play. The subject of Organizational Studies attempts to understand and model these factors. This subject is becoming more important as people with diverse backgrounds and cultural values have to work together effectively and efficiently. OB seeks to emphasize the understanding of behaviour in organizations so as to develop competencies in foreseeing how people are likely to behave. This knowledge may then help in controlling those behaviours that are not befitting the objectives of the organizations. Job satisfaction can be defined as an individual's overall attitude towards his or her job. It is a positive state resulting from the appraisal of one's job or job experience. It is regarded both as a general attitude as well as satisfaction with specific dimensions of the job such as pay, the work itself, promotion, opportunities, supervision, co-workers etc. The degree of satisfaction may vary with how well outcomes fulfil or exceed expectations. Supervisory behaviour, satisfaction tends to be higher when employees believe that their supervisor is competent and considerate. I'm very proud with my CADO, because of her attitude and she is very passionate and always acted professional. Overall working conditions in an organization have a direct bearing on the level of satisfaction. Comfort, salary, challenge and resource availability are main components of working conditions. I felt comfort and satisfied with the working environment. They provided enough resources and the staffs and officers were guiding meet anytime in need. Leadership is one of the important things in an organisation. If the quality leadership failed to be maintain in an organisation, it can lead to a huge problem such as turnover. Studies of leadership have suggested

qualities that people often associate with leadership. They include the following qualities (see Fiedler 1967). One of the quality is guiding others through providing a role model and through willingness to serve others first. The other quality was talent and technical/specific skill at some task at hand. A leader also must be an initiative and entrepreneurial drive. A leader also must be a charismatic inspiration, attractive to others and the ability to leverage this esteem to motivate others. The tough part when I have appointed to be the leader of the charity project. It leads me to be worry about others because I'm afraid that my attitude can demotivate them. Each task that were having a problem must be settle down by make the best decision because everyone will refer to me when any problem arise. At the end of the day everything goes well and I'm very thankful for what I have learned from UiTM.

3.3 Applying Management Information System Concept

Based on the Wikipedia a management information system (MIS) focuses on the management of information systems to provide efficiency and effectiveness of strategic decision making. The concept may include systems termed transaction processing system, decision support system, expert system, or executive information system. The term is often used in the academic study of businesses and has connections with other areas, such as information systems, information technology, informatics, e-commerce and computer science; as a result, the term is used interchangeably with some of these areas.

On the year 2007 Human Resources Management Information System introduced. Based on the knowledge sharing session with Puan Ismaliza bt Salimin and Nurul Ain bt Yahya, Human Resource Management Information System (HRMIS) is one of the

seven pilot applications under the Electronic Government initiatives of Malaysia's Multimedia Super Corridor (MSC) package. The HRMIS will provide the Government of Malaysia (the Government) with the capability to manage its human resource in an electronically enhanced environment. HRMIS is an integrated, technology-enabled Human Resource (HR) Management Information System, incorporating Global Best Practices in HR that would enable an organisation to deal with challenges of the K-Economy. It consists of fifteen (15) modules, which are further divided into forty-eight (48) sub-modules. They used the system to update the employment data and service book, manage the promotions and private management. According to them, the advantages of the system are faster, efficient, effective and can be access anytime while the disadvantages in using this system is the slow internet access problem.

With the help of what I have learned in MIS class, I can did the task given during my practical session for example using the Microsoft Excel to key in the data or updating the data. It is because to update the course attendance which was my common task is one of the task used a computerised system.

3.4 Applying Ethics in Administration Concept

Workplace ethics and behaviour are a crucial part of employment, as both are aspects that can assist a company in its efforts to be profitable. According to John Maxwell, in his recent book "There's No Such Thing as Business Ethics," explains various reasons for ethical transgressions, including that people just rationalize their choices with relativism. While the reasons for the transgressor's actions are varied and complex, the simple truth is that they failed to "do the right thing" in spite of their knowledge.

They did not act with wisdom. In fact, ethics and behaviour are just as important to most companies as performance as high morale and teamwork are two ingredients for success. Every business in every industry has certain guidelines to which its employees must adhere. A key component to workplace ethics and behaviour is integrity, or being honest and doing the right thing at all times. For example, employees of the Land and District Office must possess a high degree of integrity, as those who manage and work primarily with money. Workers with integrity also avoid gossip and sneakiness while on the job. On 24th of February, I have attended Integrity Seminar by Malaysian Anti-Corruption Commission, MACC. Integrity is a combination of honesty and dependability. Integrity is interrelated with ethics because ethical behaviour is the basis of having high integrity. One of the participants asked the speaker from the MACC about her employee that practising unethical behaviour. One day she knew that the worker claimed an amount of money by using a false receipt. She knew the truth but just let it be and just give her employee an advice. The speaker told her that also is an unethical action since they can assume that she compromised with the worker by letting the worker claimed the money. Furthermore I have to disciplined myself to wake up early in the morning because its take a half an hour to drive to the workplace. As an ethical worker punctuality is one of the most important things. In implementing our project ethics as a worker must be maintain to finish the task. The commitment of the committee towards the project was very good as well as the teamwork between the practical students. A misconduct or misuse must be preventing. In workplace I must be trustworthy because in today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension-not letting down expectations, it is been dependable, and reliable when

called upon to deliver a service. The task given must be completed at the time requested. For example, when auditor came to check out the log book, the CADO give her trust to me to complete the file that compiled log books of the staffs and officers. In order to earn the trust of your bosses and colleagues, worth and integrity must be proven over time. Moreover I also must be accountable; to be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and its consequences- good or bad. For example any consequences from the project implemented I have to face and endure it.

3.5 Applying Project Management Concept.

‘At its most fundamental, project management is about people getting things done,’ Dr Martin Barnes, APM President 2003-2012. Project management is the application of processes, methods, knowledge, skills and experience to achieve the project objectives. A project is a unique, undertaken to achieve planned objectives, which could be defined in terms of outputs, outcomes or benefits. A project is usually deemed to be a success if it achieves the objectives according to their acceptance criteria, within an agreed timescale and budget. Project management is concerned with managing discrete packages of work to achieve objectives. The way the work is managed depends upon a wide variety of factors. The scale, significance and complexity of the work are obvious factors: relocating a small office and organising the Olympics share many basic principles but offer very different managerial challenges. Project management class is one of my guideline in creating the charity event. Its help me in managing the flow of project, time and budget needed for the

event. It is also crucial to balance the time, quality and the cost of the project. Timeframe of the project was we started at 3rd of February until 4th of March which the day of the event. It was around one month to prepare everything and we also need to balance our task to be done at the workplace. Tasks delegated to each member depend on the position appointed. Since projects are separate to business-as-usual activities, requiring people to come together temporarily to focus on specific project objectives. As a result, effective teamwork is central to successful project. Project management is concerned with managing discrete packages of work to achieve objectives. The way the work is managed depends upon a wide variety of factors.

The scale, significance and complexity of the work are obvious factors: relocating a small office and organising the Olympics share many basic principles but offer very different managerial challenges. The challenges in conducting the charity event is arrange the activity or games suitable for them. It must be done correctly to avoid unbiased activity. For example since the range of age was between seven until twelve drawing activity was maybe a suitable activity for the age of seven to nine but maybe not suitable with the age of twelve. We also need an attractive activity to make all o them enjoying the activity.

CHAPTER 4

4.0 RECOMMENDATION

4.1 SWOT Analysis and Recommendation

During the practical training there are many things that I have learned and observed including the benefits and problems occurred. Moreover I have recommended some of the solution to the problem happened.

4.2 Strength

The strength of the organisation is they have harmonious relationship between employee and employer. Every problem and activity handles with high degree of cooperation and professionalism. For example at the time when Auditor from National Audit Department comes for auditing, the employee and the employer gave full cooperation. More over any defect and problem arise has been settled down appropriately without blaming each other and they put an effort together in that hectic week. Furthermore I have learned a lot from the Chief Assistant District Officer, Mrs Siti Norliza bt Md Salleh. She was a good leader because she has the ability to lead effectively. She taught me many things without complaining even I just a practical student there. Everyone was respecting her and all her decision because she was a good leader. She always motivates the other officers and staffs and helps them if there any problem happened. She has a good communication skill and high integrity. She helped me a lot to accomplish the charity event by providing advice and the flow of paperwork in order to get the budget. She never reject my request to make an appointment with her even she was busy with her work. I love to work with her because she has the qualities of good leadership.

4.3 Weaknesses

Since I have been placed at the administration unit under training and course unit, I saw there were limitation and problem arising. One of the limitations available there was the place they use for organising was fixed that leads worker bored with the environment. Since I have to update file of Course Attendance Report, I observe that the courses frequently held at Seminar Room, District and Land Office of Sepang. They should organise the courses and activities outside the organisation to motivate the employee and make the environment more enthusiastic and comfort. Moreover the problem arises in HRMIS system as stated in Chapter 3. Problem arises when there is problem with the internet connection or problem with system itself. It also will lead the problem when the employee did not update about their personal information. My suggestion is to improve the efficiency of the system and take an action to the employee that does not cooperate to update their information. Moreover there are weaknesses on management and administrative bureaucracy or "Red tape". This term refers to a highly bureaucratic regulation that a caused delays to some business or process. For instant, when someone wants to get assistance from the welfare department. For assistance, the individual has to be approved from some quarters of the subordinate until to the higher authorities to prove that the individual is actually eligible to receive assistance. These individuals had to provide documents, make an appointment with the parties, the process took a long time before the application is approved and obtain welfare assistance service.

4.4 Opportunity

Furthermore since Sepang located at a strategic area which include Kuala Lumpur International Airport, Sepang International Circuit and Mitsui Outlet Park. The Sepang F1 International Circuit is place for world-class international events for Malaysian Grand Prix which is the Malaysian leg of the Formula One race and the Malaysian Motorcycle Grand Prix. Bagan Lalang also one of the famous eco-friendly tourist destinations that will be develops by Sepang Goldcoast. Moreover the district also including the township of Cyberjaya. There are a lot of multinational companies established at the township of Cyberjaya. Thus, there are many job opportunity given to the public at that area. I suggest that this district will increase the development in tourism to increase the economy and enhancing the image of the district.

4.5 Threat

The treat that has been received from the external organisation including the customer neglect to give cooperation. Some of the customer not satisfied with the decision made. According to one of the knowledge sharing session by Mr Ayob b. Sinoh, Administration Assistant (N27), there was a case where the customer making noise when investigation held in Authority Case Room. They also disturb the officer by following the officer. Based on the knowledge sharing session also, the officer also has been threatening to help them by trying to give the officer a bribe. My suggestion is to prepare an enforcement force to stay the outside of the room while the investigation held. It is to avoid any customer disturbing the investigation session. Moreover there are risk workings under enforcement unit. They have to work outside the organisation and often go to the site and to enforce law under State Land Code

1965. Based on the knowledge sharing session with Mr Yazid b Suardi, a driver for the district officer, there was a case when the district officer performing her duty to investigate the lorry that going in and out of one place at Dengkil for the reason that some of people driving a lorry and he do not have any permit to bring rock material. They do not give any cooperation with them and threat them. This is because some of them conduct the activity illegally and involve with a black market. Finally they called the enforcement unit to deal with the lorry's driver.

CHAPTER 5

5.0 CONCLUSION

5.1 Summary of Chapter 1

Chapter 1 explained the vision, mission and the background of the company. Based on the organisation chart I got to know with the officers and staff based on the hierarchy. It also give me the basic information, the description and the background of the organisation. Moreover it gave an important guideline to start the practical training at Land and District Office of Sepang. I also can get the information about the function or each unit of department in Sepang District and Land Office as a guideline to undergo the practical training there. There are three division of department in Sepang District and Land Office. There are service management department, land management department and development department. Under service management department there are several unit which are information technology unit, security unit, council and entertainment unit, administration and finance unit. There are several unit under land management department which are revenue unit, land registration unit, land disposal unit, land development unit, legal unit and technical and enforcement unit. The unit under development department are community development unit and physical development unit.

5.2 Summary of chapter 2

Chapter 3 show the list of job that I have to do and task that I have completed while I undergo the practical training. I have been placed at administration unit under training and course unit. I have learned what task to do before, during and after a course held.

I also learned about the course effectiveness form which to evaluate the employee performance after attended a course. Moreover I also learned how to receive the course that will be held by the outside organiser and sending memos to the officers and staff involved. Then, I learned how the course organised and act as Master of Ceremonies, MC for the course held in Sepang District and Land Office. I also learned how to prepare the certificate and send it to the District Officer for sign. Since I was under training and course unit I have learned a lot about how much important this unit to the organisation. It is to provide the training to the employee and enhance their skills through the activity held. Moreover the most challenging task was to conduct the charity event and how to be a good leader.

5.3 Summary of Chapter 3

In Chapter 3, I have explained the relationship of the task and the concept learned. The concept that I have learned in classroom helped me a lot during the practical training and has been practised in the task completed. Moreover it taught me that the work was not easy as the concept learned. The concept learned was only a guideline in helping me to perform the task. Hence, experiences need to be gain to handle the situation that we are not learn in class but appears in the real working environment.

5.4 Summary of Chapter 4

At the end of the practical training, there were benefit gained and problem occurred. The strength, weaknesses, opportunity and threat has been identified in chapter 4. From the analysis made there were recommendation to improve the weaknesses

available. The advantages gained from the practical training are I got a new experience working in a real environment and I managed to adopt the concept that I have learned in classroom in task given.

5.5 Conclusion

After a training period of three months, I learned a lot from all aspects related to career fields, especially how to communicate with higher authorities and relevant parties. With served in Sepang District and Land Office, I have been studying ways how to run office management, finance management, store management and so on.

Generally Industrial Training should be continued as functional benefit and the benefit to the student in terms of scientific experience before set foot in a real working environment. This is because when students undergoes industrial training, they will be able to see a clear picture and the real working conditions while trying to adapt to the tasks assigned to it.

If exercise is not held then the situation is quite difficult to be traversed by the students for a real working environment. Thus, it appears that the training is very important for the good of the students.

During the run industrial training in an organization, students may be exposed to dangerous risks that cannot be avoided. Therefore all safety regulations laid down in the organization must be adhered to in order to avoid unwanted risks. By following the Industrial Training, indirectly, the students will be trained to practice the safety rules in the industry. This is beginning to prepare students for the working world that

is full of challenges. So, the students will be able to know whether the risks faced by the task to be performed.

Finally, the experience that I gained is very useful and I will make for future supply. Indeed, industrial training is very useful for the students to feel and enjoy nature jobs and train students to become independent

Appendix



Diagram 1



Diagram 2

Diagram 1 and 2 show the program held at Baitul Barokah Wal Mahabah



Diagram 3

Diagram 3 shows farewell ceremony of CADO of administration unit.



Diagram 4

Diagram 4 shows the campaign awareness course held at Sepang District and Land Office.



Diagram 5

Diagram 5 shows Quality Land Report course held at Sepang District and Land Office.



Diagram 6



Diagram 7

Diagram 6 and 7 shows Work Guideline Course held at Land and District Office of Sepang

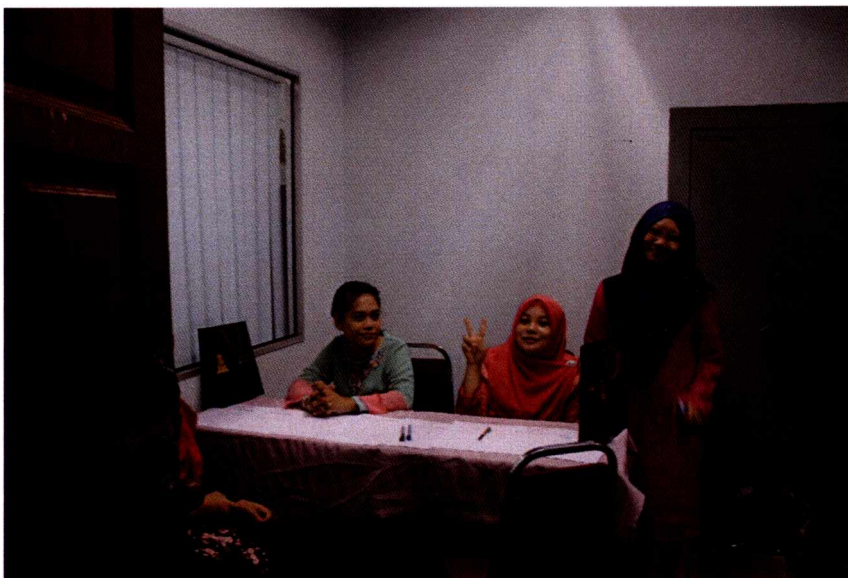


Diagram 8 shows the registration counter or Monthly Assembly for staff and officers of Land and District Office of Sepang



Diagram 9



Diagram 10

Diagram 9 and 10 show the picture of a ceremony for launch the “Jalanan Kasih” Event.



UNIVERSITI
TEKNOLOGI
MARA

FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA

BORANG PERJUMPAAN DENGAN PENYELIA
LAPORAN AKHIR PRAKTIKAL (ADS 666)

NAMA PELAJAR : NURUL SYAMIMI BT. SMAR ZAMAN.....
NO MATRIK UiTM : 2013438176.....
NO KAD PENGENALAN : 940905-10-6230.....
PROGRAM : AM228/AM225*
NAMA PENSYARAH PENYELIA : MADAM NADRAWINA BT. ISNIN.....

* Pelajar dikehendaki mendapatkan tandatangan dari Pensyarah Penyelia Penyediaan Laporan Akhir Latihan P...
pertemuan diadakan

Bil	TARIKH	MASA	TANDATANGAN	CATATAN
1	6/4/2016	11am	Jhs	<ul style="list-style-type: none"> ① To do CI → CI ② meeting 22/4/16
2	25/4/2016	10.30am	Jhs	<ul style="list-style-type: none"> ① To insert chapt ② " add code sub ③ meeting 16/5/2016
3				
4				
5				
6				
7				

8				
9				
10				

* potong yang tidak berkenaan
Sila gunakan lampiran jika ruang sediada tidak mencukupi

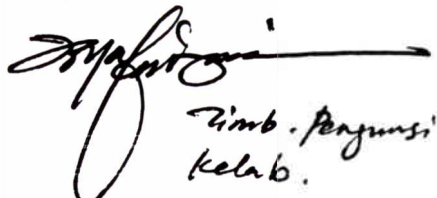


PEJABAT DAERAH DAN TANAH SEPANG

KERTAS KERJA
PROGRAM JALINAN KASIH BERSAMA BAITUL BAROKAH WAL
MAHABBAH

TEMPAT
BAITUL BAROKAH WAL MAHABBAH
KG.GICHING

TARIKH
4 MAC 2016 (JUMAAT)

*ditukarkan dgn
kedar RM600/-*

*Timb. Pengerusi
Kelab.*

ANJURAN
PELAJAR PRAKTIKAL PEJABAT DAERAH TANAH SEPANG
DENGAN KERJASAMA
KELAB SUKAN DAN KEBAJIKAN PEJABAT DAERAH DAN TANAH
SEPANG

ISI KANDUNGAN

- 1) PENGENALAN
- 2) TUJUAN
- 3) MAKLUMAT PROGRAM
 - a) Nama Program
 - b) Tarikh dan Tempat Program
 - c) Anjuran
 - d) Kumpulan sasaran
 - e) Bilangan peserta
 - f) Jenis program
 - g) Jangka masa program
 - h) Objektif program
- 4) JAWATANKUASA PELAKSANA
- 5) TENTATIF PROGRAM
- 6) PERBELANJAAN
- 7) KESIMPULAN

PENGENALAN

Selaras dengan misi Kelab Sukan dan Kebajikan Pejabat Daerah Tanah Sepang, kami pelajar latihan industri ingin membuat satu program atau aktiviti bagi meningkatkan pengetahuan tentang hubungan kemasyarakatan dan menambah pengalaman semasa menjalani latihan industri di Pejabat Daerah dan Tanah Sepang. Program ini bertujuan untuk melihat sendiri keadaan bagaimana kehidupan mereka (anak-anak Baitul Barokah) di sana. Selain itu, kami melawat ke sana supaya anak-anak Baitul Barokah tidak merasa tersisih dari masyarakat. Kami juga bertujuan ke sana untuk mengembirakan hati anak-anak Baitul Barokah dengan aktiviti-aktiviti yang akan kami anjurkan di sana nanti.

Melalui aktiviti ini, diharap pelajar dapat meletakkan diri pelajar sendiri dalam masyarakat yang serba kekurangan. Dari erti kata lain empati terhadap anak-anak Baitul Barokah. Seterusnya, agar Pejabat Daerah dan Tanah Sepang dapat melahirkan pekerja yang berfikiran matang, luas, berkualiti dan berjiwa komuniti terhadap masyarakat sekeliling.

Kami akan melawat ke Rumah Baitul Barokah Wal Mahabbah di Kg. Giching yang terletak di Daerah Sepang. Baitul Barokah Wal Mahabbah (BBWM) yang bermaksud "Rumah Yang Berkat dan Berkasih Sayang" adalah sebuah pusat pengajian yang berkonsepkan kebajikan dan menaungi lebih 74 pelajar (44 pelajar lelaki dan 30 pelajar perempuan), yang terdiri dari kalangan anak yatim, fakir miskin golongan asnaf zakat dan anak-anak yang perlukan pembelaan di peringkat rendah dan menengah. Anak-anak tersebut diasramakan dan diberi pendidikan dan kasih sayang yang diperlukan untuk keselamatan dan kesejahteraan mereka dunia dan Akhirat.

2. TUJUAN

Kertas kerja ini disediakan untuk memohon pertimbangan dan persetujuan Kelab Sukan dan Kebajikan bagi program yang akan dijalankan iaitu Jalinan Kasih bersama Anak-Anak Baitul Barokah (lawatan ke Rumah Baitul Barokah Wal Mahabbah), anjuran daripada pelajar latihan industri Pejabat Daerah Tanah Sepang. Kertas kerja ini disediakan untuk memohon peruntukan bagi menampung perbelanjaan untuk program ini.

3. MAKLUMAT PROGRAM

a) Nama Program

Jalinan Kasih bersama Anak-Anak Baitul Barokah

b) Tarikh dan Tempat program

Tarikh : 4 Mac 2016 (Jumaat)

Tempat : Rumah Baitul Barokah Wal Mahabbah,
Lot 979, Jalan Burhan Kg. Giching Hilir,
43900 Sepang Selangor.

Masa : 2.30 petang hingga 5.00 petang

c) Anjuran

Anjuran 6 orang Pelajar Latihan Industri Pejabat Daerah Tanah Sepang.
Rujuk lampiran A

d) Kumpulan Sasaran

Anak-anak di Baitul Barokah Wal Mahabbah Kg. Giching.

e) Bilangan Peserta Baitul Barokah

74 orang (lelaki dan perempuan)

f) Jenis Program

Lawatan dan sumbangan ke Rumah Baitul Barokah

g) Jangka masa Program

2.30 petang hingga selesai, 4 Mac 2016 (Jumaat)

h) Objektif Program

- 1) Dapat meningkat imej Kelab Sukan dan Kebajikan dibawah naungan Pejabat Daerah Tanah Sepang dengan kerjasama Kelab Sukan dan Kebajikan Pejabat Daerah dan Tanah Sepang.
- 2) Mengeratkan hubungan antara peserta dengan penghuni Rumah Baitul Barokah Wal Mahabbah melalui aktiviti yang dirancang.
- 3) Meningkatkan kemahiran berkomunikasi antara pelajar dan peserta di Rumah Baitul Barokah Wal Mahabbah.
- 4) Melaksanakan tanggungjawab sosial sebagai bakal graduan kepada kanak-kanak yang kurang bernasib baik.
- 5) Dapat memberi semangat kepada anak Baitul Barokah dan memupuk kerjasama yang erat antara pelajar.

4. JAWATANKUASA

Pegawai Pengiring	:	WAKIL KELAB SUKAN DAN KEBAJIKAN PEJABAT DAERAH TANAH SEPANG
Ketua Projek	:	NURUL SYAMIMI BINTI OMAR ZAMAN
Setiausaha	:	NUR SYAFIQAH BINTI AZMAN
Bendahari	:	ATHIRAH NASUHA BINTI ZULKIFLEE
Urusetia dan logistik	:	SYAMIMI AINA BINTI MOHD SHUKRI
Jawatankuasa Publisiti	:	NUR BARIAH BINTI MOHD NAZRI
Tugas-tugas Khas	:	FATIN AMIRA BINTI MOHD NOR

5. TENTATIF PROGRAM

MASA (PM)	AKTIVITI	PENERANGAN
2.30-3.00	BERTOLAK KE DESTINASI	- Di jangka tiba ke destinasi
3.00-3.15	KENALI KAMI!	-Fasilitator memperkenalkan diri
3.15-3.30	LET'S WARM UP!	- Senaman ringkas (nyanyian+gaya)- Lagu "Rumput yang indah", Aktiviti Kungfu wacha, tempey dan fokus <i>*tertakluk kepada perubahan</i>
3.30-4.45	GAMES	Game 1: Faks rosak. Game 2: Talent time Game 3: Jet ku paling laju <i>*tertakluk kepada perubahan</i>
4.45 hingga selesai	MAJLIS PENUTUP	- Penyampaian hadiah kepada pemenang - Penyampaian cenderamata kepada semua anak-anak Baitul Barokah - Penyampaian sumbangan

6. PERBELANJAAN

bil.	Butiran	Harga per unit (RM)	Perkiraan	Jumlah (RM)
1	Minum Petang	RM 4.00	RM 4.00 x 100 orang	RM 400.00
2	Plastik hamper	RM 1.00	RM 1.00 x 10	RM 10.00
3	Hamper	RM 20.00	RM 20.00 x 8	RM 160.00
4	Mineral kotak	RM10.00	RM 10.00 x 3	RM 30.00
5	Pengangkutan (van)	Kenderaan Pejabat Daerah/ Tanah Sepang		
6	Cenderamata	Sumbangan Pejabat Daerah/ Tanah Sepang		
JUMLAH KESELURUHAN				RM 600.00

Minum petang

MAKANAN

Bihun Goreng + Sambal + telur mata

MINUMAN

sirap limau ais

7. KESIMPULAN

Saya sebagai ketua projek/program Jalinan Kasih anjuran pelajar latihan industri Pejabat Daerah dan Tanah Sepang amat berharap supaya program ini akan berjaya mencapai objektifnya disamping membantu pelajar untuk mendapat pengalaman dalam melihat sendiri keadaan anak-anak Baitul Barokah di sana.

Tambahan lagi, saya juga berharap agar program ini mendapat sokongan sepenuhnya dari waga Pejabat Daerah dan Tanah Sepang serta mendapat kerjasama dan bantuan daripada pelbagai pihak bagi menjayakannya.

Segala bentuk sokongan, perhatian dan kerjasama yang diberikan kami dahulukan dengan ucapan jutaan terima kasih.

Semoga hubungan ukhwah yang bakal terjalin akan menjadi titik tolak kepada sesuatu yang amat bermakna pada masa hadapan bukan sahaja kepada pelajar akan tetapi kepada Negara.

Daripada Abu Ummah diceritakan bahawa Rasulullah SAW bersabda yang bermaksud: "Barang siapa yang membelai kepala anak yatim kerana Allah SWT, maka baginya kebaikan yang banyak daripada setiap rambut yang diusap. Dan barang siapa yang berbuat baik kepada anak yatim perempuan dan lelaki, maka aku dan dia akan berada di syurga seperti ini Rasulullah SAW mengisyaratkan merenggangkan antara jari telunjuk dan jari tengahnya"(Hadis riwayat Ahmad). Ayuh marilah ,hulurkanlah sumbanganmu,agar mereka semua hidup aman bahagia.

Saya mengesahkan bahawa semua maklumat di atas adalah benar.



Ketua Projek,
NURUL SYAMIMI BINTI OMAR ZAMAN,
(940905-10-6230)
0168712880

LAMPIRAN A**SENARAI NAMA PELAJAR LATIHAN INDUSTRI**

NO.	NAMA	NO KAD PENGENALAN	INSTITUSI PENGAJIAN
1.	NURUL SYAMIMI BINTI OMAR ZAMAN	940905-10-6230	UITM, SARAWAK KOTA SAMARAHAN
2.	NUR SYAFIQAH BINTI AZMAN	960429-14-5682	POLITEKNIK SULTAN IDRIS SHAH,SABAK BERNAM
3.	ATHIRAH NASUHA BINTI ZULKIFLEE	950522-10-5656	KOLEJ PROFESSIONAL MARA,BANDAR MELAKA
4.	NUR BARIAH BINTI MOHD NAZRI	950726-10-5856	KOLEJ TEKNOLOGI TIMUR
5.	SYAMIMI AINA BINTI MOHD SHUKRI	950105-10-5722	KOLEJ TEKNOLOGI ANTARABANGSA CYBERNETICS
6.	FATIN AMIRA BINTI MOHD NOR	920526-01-5226	UNIVERSITI UTARA MALAYSIA,KEDAH

AKTIVITI ICE BREAKING

1) KENALI KAMI!

OBJEKTIF:

- Merapatkan jurang antara peserta dan fasilitator agar tugas fasilitator dapat diperjelaskan lagi sebagai pemudahcara dan pembimbing peserta
- Membentuk kumpulan dalam kalangan peserta supaya mudah dalam proses penyampaian maklumat sepanjang program berjalan.

KAEDAH:

- 1) Fasilitator memperkenalkan diri di hadapan anak-anak Baitul Barokah.
- 2) Anak-anak Baitul Barokah akan dibahagikan mengikut kumpulan yang telah ditetapkan

2) LET'S WARM UP!

OBJEKTIF:

- Menguji fokus, keyakinan diri serta menarik minat peserta untuk melakukan aktiviti.
- Merapatkan lagi jurang pemisah antara ahli supaya hubungan yang lebih erat dapat diwujudkan pada masa hadapan
- Membentuk ikatan berkumpulan dan semangat kerjasama dalam kumpulan agar segala masalah dapat diselesaikan secara bersama untuk masa hadapan.

AKTIVITI 1: RUMPUT YANG INDAH

KAEDAH;

- 1) Fasilitator akan meminta anak-anak baitul barokah untuk bersama-sama menyanyikan lagu "Rumput yang Indah"

Atas rumput ada kaki. Kaki cantik, tak pernah lihat,
Kaki atas rumput,
Rumput yang cantik. Hey! (2x)

Atas kaki ada lutut. Lutut cantik, tak pernah lihat,
Lutut atas kaki, kaki atas rumput,
Rumput yang cantik. Hey! (2x)

Atas lutut, ada perut. Perut cantik, tak pernah lihat,
Perut atas lutut, lutut atas kaki, kaki atas rumput,
Rumput yang cantik. Hey! (2x)

Atas perut, ada bahu. Bahu cantik, tak pernah lihat,
Bahu atas perut, perut atas lutut, lutut atas kaki, kaki atas rumput,
Rumput yang cantik. Hey! (2x)

Atas bahu, ada kepala. Kepala cantik, tak pernah lihat,
Kepala atas bahu, bahu atas perut, perut atas lutut, lutut atas kaki, kaki
atas rumput,
Rumput yang cantik. Hey! (2x)

AKTIVITI 2: KUNGFU WACHA!

KAEDAH;

1) Fasilitator akan melakukan beberapa pergerakan kungfu.

Pergerakan 1 : Tumbuk hadapan (huh!)

Pergerakan 2 : Tarik tangan (hah!)

Pergerakan 3 : Tumbuk hadapan & tarik tangan (huh! hah!)

Pergerakan 4 : Tangan seperti ular mematuk ke hadapan, angkat kaki (wacha!)

2) Anak-anak baitul barokkah diminta mengulangi pergerakan tersebut.

AKTIVITI 3: TEMPEY!

KAEDAH;

1) Fasilitator akan menyebut perkataan "tempey", diikuti anak-anak baitul barokah

2) Latihan senyum :

Nombor 1 : Senyum tidak ikhlas

Nombor 2 : Senyum tak berapa nak ikhlas

Nombor 3 : Senyum yang ikhlas

AKTIVITI 4: FOKUS

KAEDAH;

1) Fasilitator akan menyuruh anak-anak baitul barokah mengoyang-goyang tangan kanan dengan laju.

2) Fasilitator akan memberikan arahan supaya letakkan tangan ke dagu tetapi fasilitator meletakkan tangan ke dahi.

3) Lakukan berulang kali sehingga pelajar benar-benar fokus dengan arahan

PERMAINAN

1) FAKS ROSAK

OBJEKTIF:

- Melatih sifat peka dalam diri setiap peserta
- Membentuk kerjasama antara ahli kumpulan
- Melatih kreativiti peserta dalam berfikir

KAEDAH:

- 1) Setiap kumpulan akan diberikan satu frasa ayat
- 2) Peserta pertama yang menerima frasa tersebut dikehendaki melukiskan frasa tersebut kepada peserta peserta yang berikutnya dan akan berterusan sehingga kesemua ahli mengetahui frasa tersebut
- 3) Peserta yang terakhir dikehendaki menterjemahkan frasa tersebut di hadapan.

2) TALENT TIME

OBJEKTIF:

- Dapat mencungkil bakat terpendam peserta dan menambahkan keyakinan diri bercakap di khalayak umum.
- Melahirkan seorang pemimpin dalam kalangan peserta.
- Meningkatkan daya berfikir secara kreatif dan kritis.

KAEDAH:

- 1) Setiap kumpulan akan diberikan satu situasi.
- 2) Masa 15 minit diberikan untuk persediaan.

- 3) Jika tidak ikut skrip yang diberi tidak mengapa, asalkan jalan cerita sama. Ikut kreativiti masing-masing. Skrip yang disediakan adalah sebagai garis panduan.
- 4) Pastikan setiap peserta didalam kumpulan turut serta ketika membuat persembahan.
- 5) Selepas selesai membuat persembahan, fasi kumpulan masing-masing harus menerangkan semula nilai-nilai mumi yang terdapat didalam cerita tersebut.

KUMPULAN (LELAKI)

JUMLAH LELAKI : 45
TERDIRI DARIPADA : TAHAP 1 & TAHAP 2

KUMPULAN 1	TAHUN/ UMUR
1) MUHAMMAD THOHA RIDZWAN BIN ABDOL RAHMAN	1 (7)
2) MUHAMMAD KHAIRUL IKHWAN BIN MOHD AL PAHIMI	1 (7)
3) MUHAMMAD ASHAARIE BIN MOHD ZAIN	2 (8)
4) MUHAMMAD AL FAROUQ BIN SYAHRULLIZAM	3 (9)
5) MUHAMMAD MUSODDIQ BIN MOHD AZRAL	4 (10)
6) MUHAMMAD INAYATULLAH BIN MOHD HAFIZ	4 (10)
7) MUHAMMAD AFIF BIN FADZIL	5 (11)
8) MUHAMMAD AMRU BIN AHMAD RIDZWAN	6 (12)
9) MUHAMMAD RAHMAN BIN SAIFUL RASHID	6 (12)

KUMPULAN 2	TAHUN/ UMUR
1) MUHAMMAD IKHWAN BIN ISMAIL	1 (7)
2) MUHAMMAD ADIB AJWAD BIN ABDULLAH	1 (7)
3) MUHAMMAD ILYAS HAIDAR BIN ABDULLAH	2 (8)
4) MUHAMMAD AMMAR BIN MOHD SUHAIMI	3 (9)
5) MUHAMMAD AL ALIFF BIN FADZIL	3 (9)
6) MUHAMMAD MUKHLIS BIN MOHD KAMIL	4 (10)
7) MUHAMMAD NAIM BIN JALIL	5 (11)
8) MUHAMMAD ROHIB MUFLIH BIN NAWAWI	6 (12)
9) MUHAMMAD UZAIR BIN MOHD AZRAL	6 (12)

KUMPULAN 3	TAHUN/ UMUR
1) MUHAMMAD ASSAYUTIE BIN MOHD ZAIRI	1 (7)
2) MUHAMMAD KHAIRIN NAJID BIN MOHD KHAIRI	1 (7)
3) MUHAMMAD AS SAYUTI BIN FADZIL	2 (8)
4) MUHAMMAD USHOM HAKIM BIN MOHD SALIHIN	3 (9)
5) AHMAD IKHWAN SUHAIMI BIN NAWAWI	4 (10)
6) MUHAMMAD SAKHIYUDDIN BIN NOR HISAMUDDIN	4 (10)
7) ZHANG NANYU@IBRAHIM BIN ALI	6 (12)
8) KU MUHAMMAD FATEH AL MUBARAK BIN KU NURULHAKIM	6 (12)
9) MUHAMMAD ALIF HAKIMI BIN MOHD HAFIZ	6 (12)

KUMPULAN 4	TAHUN/ UMUR
1) MUHAMMAD ATUFF BIN JAAFAR	1 (7)
2) MUHAMMAD WAQAR BIN AHMAD SALMAN	1 (7)
3) MUHAMMAD HASSAN AL MUBARAK BIN MUSTAFFA	2 (8)
4) MUHAMMAD NAFIZ BIN JALIL	3 (9)
5) MUHAMMAD AFIF@SOFI BIN MUHAMMAD RIZAL KHATIB	4 (10)
6) MUHAMMAD AL MUNTAZAR BIN MOH ZAIN	4 (10)
7) MUHAMMAD KHALIL SAIFUZZAMAN BIN MUHAMMAD JUSRI	5 (11)
8) MUHAMMAD SYAMIL BIN MOHD AZRAL	6 (12)
9) MUHAMMAD NIZAMUDDIN BIN MOHD ZAIN	6 (12)

KUMPULAN 5	TAHUN/ UMUR
1) MUHAMMAD HUMAM BIN ABDUL RAHMAN	1 (7)
2) MUHAMMAD KHOLILUR RAHIM BIN MOHD AZRAL	1 (7)
3) MUHAMMAD SYARQAWI BIN HAMDAN	3 (9)
4) MUHAMMAD QUSAM BIN HAMDAN	3 (9)
5) MUHAMMAD ZAYYAD BIN OMAR	4 (10)
6) MUHAMMAD MUBARAK BIN MOHD RASIDI	5 (11)
7) MUHAMMAD AMIRUL GHAZI BIN AB TALIB	6 (12)
8) MUHAMMAD AMIR RAMADHAN BIN MOHD KHAIRUL RIDHUWAN	6 (12)
9) MUHAMMAD BASIR AL BAIHAQI BIN ZAFRIDIN	6 (12)

KUMPULAN (PEREMPUAN)

JUMLAH PEREMPUAN : 29
TERDIRI DARIPADA : TAHAP 1 & TAHAP 2

KUMPULAN 1	TAHUN/ UMUR
1) UMMU HANI BT SYAHRULLIZAM	1 (7)
2) SAIDAH NAFISAH BT FADZIL	2 (8)
3) PUTERI 'ABIRAH BT MD DAUD	3 (9)
4) ATHIFAH KHALILAH BT MUHAMMAD JUSRI	4 (10)
5) SAIYIDAH ALIYAH BT ROSLI	4 (10)
6) AIZATUL ANISAH BT MOHD MOHSIN	4 (10)
7) SAIDAH NUSAILAH BT JAAFAR	5 (11)
8) SAIYIDAH ANISAH BT NAWAWI	5 (11)
9) QAAINITAH 'ASYIQAH BT NAWAWI	6 (12)
10) DAYANG NUR HIDAYAH BT ISMAIL	6 (12)

KUMPULAN 2	TAHUN/ UMUR
1) KHAULAH AFIFAH BT MUSTAFFA	1 (7)
2) ALIFAH BT RAMLAN	2 (8)
3) ASSYIFA ZAMILAH BT RINALTO	2 (8)
4) UMMU HANI INSYIRAH BT MOHD KHAIRUL RIDHUWAN	3 (9)
5) SITI RAHMAH BT ABDUL RAHMAN	3 (9)
6) SAIDAH ZAIDAH BT FADZIL	4 (10)
7) NURALIFAH BT HAMDAN	5 (11)
8) NUR FATEHA BT ROSLI	6 (12)
9) ALIYATUS SALIMAH BT MOHD NIZAM	6 (12)
10) NUR HABIBAH BT MALWAH	6 (12)

KUMPULAN 3	TAHUN/ UMUR
1) UMMU HANI BT FADZIL	1 (7)
2) ADIBAH BT ABDOL RAHMAN	2 (8)
3) MAIMUNAH AS SAKINAH BT RINALTO	3 (9)
4) PUTERI BARIRAH BT AHMAD RIDWAN	4 (10)
5) SYASYA NURSABRINA BT MD DAUD	4 (10)
6) KHAIRUN NISA BT ABDUL RAHMAN	5 (11)
7) RABIATUL KHAULAH BT ROSLI	5 (11)
8) FATHIYAH BT ABDUL RAHMAN	6 (12)
9) NURUL FATIHAH BT AHMAD	6 (12)

Reference

Sepang, P. R. (n.d.). Portal Rasmi Pejabat Daerah Tanah Sepang. Retrieved 4 5, 2016, from <http://www.selangor.gov.my/sepang.php>