

INTERNSHIP REPORT



AKER SOLUTIONS MALAYSIA SDN BHD

PREPARED BY :

NUR ASYA SUHAIR BINTI KHAIRUNNAIM

2021897784 | RBA2436C

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ADVISOR: DR. SHARIFAH KHAIROL MUSAIRAH SYED ABDUL MUTALIB

EXAMINER: DATIN NORALIYATI ZAKARIA

EXECUTIVE SUMMARY

HRM666 is an internship subject and a mandatory requirement for final-year Human Resources students to successfully complete their studies. Eligibility for HRM666 enrollment entails passing all subjects from semester 1 to 5. This report is one of my compulsory assignments for enrolling in this subject that needs to be completed. This report's purpose is to share about company profile, student profile, training reflection and swot and recommendation. Following my six-month internship at Aker Solutions Malaysia Sdn Bhd, I have not only acquired valuable skills but also imbibed enduring lessons that significantly influenced my personal and professional growth. The knowledge and experience gained during this internship are encapsulated in this report, which delves into the company's dynamics. It includes a comprehensive SWOT analysis that derived from keen observations throughout my internship. Upon the analysis, I developed a dynamic swot matrix and formulated innovative recommendations for the company's future enhancement.



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**PART 2:
STUDENT'S
PROFILE**



**PART 3:
COMPANY
PROFILE**

PART 3:

COMPANY PROFILE



Aker Solutions Sdn Bhd, a multinational company based in Norway in the oil and gas industry, originated as a small mechanical workshop named Akers Mekaniske Verksted in 1841 at Aker River in Oslo, Norway.

During that time, the main activities are shipbuilding, manufacturing components for machinery and equipment for clients and shipping. In the 1960s, Akers Mekaniske Verksted changed its focus upon discovering oil and gas in the North Sea, leading to a significant shift in its direction. Initially, the company innovated existing offshore rigs for service and later went on to develop their own rigs, for instance Aker H-3 that remains as one of the most celebrated designs in the industry.

After going through changes and development, they have unified and introduced Aker Solutions as the new company name in April 2008. Over the years, it has experienced significant growth and currently employs more than 10,000 individuals from 52 countries worldwide.



The business line has been established in Malaysia since 1987, with Malaysia serving as the headquarters for Asia Pacific (APAC) countries. Aker has strategically set up three subsidiaries in different locations across Malaysia, each with a distinct focus and range of business offerings tailored to meet the diverse needs of customers.

PART 3:

COMPANY PROFILE

LOCATION in MALAYSIA

Kuala Lumpur Office

In Kuala Lumpur, the office is located at Level 16, Integra Tower, The Intermark, 348, Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia. The business focuses on engineering and services. It provides solutions from the surface to the subsea and also energy assets especially to oil and gas companies. For instance, field design, maintenance and modifications, production asset services and front-end engineering.



Port Klang Office



This is the main office in Port Klang. Our manufacturing center in Port Klang is one of the largest subsea facilities in Southeast Asia. It is a one-stop shop for complete subsea production systems. Serving a global customer base, our integrated subsea equipment center offers world class management of engineering, procurement and construction projects.

Labuan Office

In 2020, Aker Solutions established a new service base located in Labuan territory, a strategic location that is accessible to the other Southeast Asia including Vietnam, Philippines, Indonesia and China. It provides services for Aker Solutions' onshore and offshore oil and gas customers and the facility can manufacture a complete subsea production system in one place.



PART 3:

COMPANY PROFILE

Purpose

Aker Solutions is guided by the purpose of 'We solve global energy challenges for future generations'. It focuses on becoming proactive problem solvers, empowering knowledge, experience, skills, and willpower to develop comprehensive solutions to the current challenges in global energy production. No matter position and role, by empowering these key elements, employees have become part of the transformation of Aker Solutions.

Attitudes

Aker Solutions are powered by Attitudes that describe the characteristics, activities, and how they will deliver their purposes by encouraging each of them to success. It has four different attitudes which are safeguarders, changemakers, solutioneers, and co-creators.

Safeguarders

Commit to deliver high quality projects within the time and budget. Follow HSSE in all manufacturing process and act with integrity

Changemakers

Encourage a broad perspectives of opinion from customers and partners and take the risk by exploring new tools, processes and solutions with curiosity and openness while making innovation



Solutioneers

Solve the hardest challenges with determination and optimism by pushing the limit and find a smart solutions to meet the customers need

Co-Creators

Cooperate with diverse players in a team in every situation by sharing ideas and opinions to build trust and strong relationships. Empower other people to be creative and innovative

ORGANIZATIONAL STRUCTURE



KJETEL DIGRE
CHIEF EXECUTIVE OFFICER



MARIA PERALTA
SPS VICE PRESIDENT



TIAGO TINELLI
SENIOR VICE PRESIDENT - PEOPLE AND ORGANIZATION



NAVAMOGAN MUNIAN
VICE PRESIDENT - PEOPLE AND ORGANIZATION



CINTHYA SUJATHA VARGHESE
COMMUNICATION SPECIALIST



SUBASHINI RADHAKRISHNAN
SENIOR MANAGER-REWARDS & GLOBAL MOBILITY



LOSHINI LOGONNATHAN
HRBP & OD SENIOR SPECIALIST



LUQMAN NURHAKIM KASIM
HR ADVISOR



NISSHANTINI SUGUMARAN
SENIOR HR ADVISOR - EMPLOYEE SERVICES AND ENGAGEMENT



FAUZEYAWATE SAAD
SENIOR HR ADVISOR - RECRUITMENT



NUR ASYA SUHAIR KHAIRUNNAIM
HR INTERN



**PART 4:
TRAINING
REFLECTION**

PART 4:

TRAINING REFLECTION



Duration

My internship with Aker Solutions Malaysia Sdn Bhd started on 21 August 2023 until 9 February 2024 (25 weeks). My standard working hours are from 8.30 am - 5.30 pm, Monday to Friday with a lunch hour break from 12.00pm to 1.00pm. Since the pandemic, the company has implemented flexible working arrangements. I am required to be present in the office only on Tuesdays and Wednesdays, allowing me to work remotely on the remaining days

During my internship in the Human Resources department, a significant part of my responsibilities involved managing internal communication. This role required leadership skills in communication to effectively align with line managers and employees across departments, facilitating feedback and collaboration to accomplish tasks. Working under the supervision of Loshini Logonnathan, HRDB & OD Specialist, I handled various tasks, including proposing fresh ideas for programs, creating job posters, posting content on Yammer (company site), searching for vendors to obtain quotations, and archiving documents.

In essence, my role in internal communication not only honed my leadership and communication skills but also allowed me to actively contribute to the department's initiatives, fostering a collaborative and engaging workplace environment.

Responsibilities

Assist in Training Coordination

Assisting with Manufacturing Apprenticeship Program and Onboarding Session

Medical Checkup arrangement

Participate in Joint Venture Process

PART 4:

TRAINING REFLECTION

Roles & Responsibilities

1

Assist in training coordination

I assisted the Learning and Development Department in handling training matters, both before and after the training process. For each training request, my initial tasks involved searching for vendors, obtaining quotations, module outlines, and trainer profiles. After compiling the list of quotations, I presented them to the requester, offering insights to help them choose the most suitable option. Once a choice was made, I proceeded to confirm the training arrangement with the selected vendor.

Following that, my senior, Luqman, introduced me to the e-tris system. I began applying for training grants using the system. Additionally, I assisted in submitting claims and updating attendance lists in the system to facilitate the approval of grant applications after the training session.

Once every training is completed, my focus shifts to two main tasks. Firstly, I collect certificates provided by vendors, scanning and archiving them into the SAP System within the respective individual folders. Afterward, I notify participants via email to collect their certificates from me. Secondly, at the start of a new month, I send reminders to participants from the previous month, to fill out evaluation forms to assess overall training satisfaction and identify areas for improvement in the future.

PART 4:

TRAINING REFLECTION

Roles & Responsibilities

1

Assist in training coordination

Other than that, I also successfully came out with a training checklist form to be used as a structured guide for planning and executing future training programs. It includes key elements such as pre-training preparations, and post-training evaluation criteria. I have successfully tested out the checklist from my first training coordination project in November titled 'Quality Management'. The project involves employees from the Performance and Transformation department.

By creating and implementing this training checklist, I aimed to enhance the efficiency of the training coordination process, promote consistency across different training sessions, and ultimately contribute to the overall improvement of the company's learning and development initiatives.

PART 4:

TRAINING REFLECTION

Roles & Responsibilities

2

Manufacturing Apprenticeship Program

During my first month of internship, I was given an opportunity to contribute to a special recruitment project - the 'Manufacturing Apprenticeship Program'. In this project, I have been involved in the recruitment process from initial stages until successfully onboarding all apprentices into the company.

To begin with, I have screened over 400 CVs provided by the recruitment team, presenting the shortlisted candidates to the hiring manager for the selection process. Next, I played a key role in organizing and coordinating the interview session, involving 9 managers and 9 HR representatives. The interviews were conducted virtually for the first round, followed by a second round conducted in the office.

The Manufacturing Apprenticeship Program is a special program requested by Mr Thamil, Vice President of Manufacturing to attract new talent and ideas into the organization. The program requires a one-year contract with the potential to permanent employment, and the apprentice will work under the guidance of a senior technician and manager.

PART 4:

TRAINING REFLECTION

Roles & Responsibilities

3

Medical check up

In Aker, every worker that is required to visit or work in the manufacturing area must undergo a medical checkup before they start working. Initially, medical checkups were mandatory only for permanent employees, excluding contract employees. However, following a new directive from the manager, all contract employees were also required to undergo medical checkups. I was assigned the responsibility of coordinating between line managers, employees, and KPJ Hospital.

To streamline the process, I reached out to the KPJ Coordinator and organized medical checkup appointments for 35 employees. Additionally, I developed a Microsoft Form for employees or managers to fill out for slot booking. This form facilitated easy updates on slot bookings and notified when slots were filled, enhancing efficiency in managing the appointments.

PART 4:

TRAINING REFLECTION

Roles & Responsibilities

4

Joint Venture

Aker Solutions has established a joint venture with SLB and Subsea7, providing me with valuable insights into the joint venture process. During the transition to the new company, the Human Resource department played a crucial role in guiding employees through the process of signing new letters, briefing them on new benefits, insurance policies, and more.

As part of the preparation for the offer and acceptance letter session, the HR team collaborated on documentation tasks. This involved printing letters, sorting each employee's name into individual envelopes based on their department and line managers.

Following the offer and acceptance session, I took on the role of a project manager tasked with scanning and uploading all 323 employees' documents into a shared folder. This undertaking required a high level of confidentiality, considering the sensitive and private nature of the documents involved, and the constant flow of people in and out of our department.

PART 4: TRAINING REFLECTION

Gains: Extrinsic benefits

- Monthly allowance of RM 1,000.
- Parking allowance
- Travel allowance RM 300 per month
- Meal allowance RM 200 per month
- Flexibility to work from home for 3 days and work from the office only on Tuesday and Wednesday.



COMPUTER SKILLS



NETWORKING



COORDINATOR



BOOST SELF CONFIDENCE AND SELF ESTEEM



Gains: Intrinsic Benefits

PART 4:

TRAINING REFLECTION

Gains: Intrinsic benefits

Coordinator

- Being a good coordinator must be a detailed oriented person.
- Have a solid understanding of the information and asking relevant questions throughout the process.
- Requires anticipating potential challenges
- Developing well-thought-out solutions to ensure a smooth and successful workflow.

Networking

- Building strong relationships with colleagues through effective communication.
- Initiate conversations by introducing myself and discussing my interests, knowledge, and skills.
- Asking genuine and thoughtful questions to have better understanding

Computer Skills

- Essential element needed to have in a person.
- Importance in facilitating daily tasks.
- Utilized various platforms, including Microsoft Form, Outlook, Microsoft Excel, and Canva.
- Microsoft Excel knowledge of excel formulas has improved. Contributed to enhancing productivity and efficiency.

Boost self confidence and self esteem

- Improved confidence and self-esteem.
- Have a broad understanding about the company.
- Respond with confidence, ensuring clear understanding and trust in the information provide to employee.
- Weekly meetings enhance my confidence in discussing tasks during meetings.
- Boosts my self-esteem, proving that I can excel in my role despite being relatively new.



**PART 5:
SWOT ANALYSIS**

PART 5: SWOT ANALYSIS

SWOT ANALYSIS

S

STRENGTHS

Appreciation towards employees.
Working Flexibility Arrangement
Excellent Learning & Development arrangement.

W

WEAKNESSES

Digitalization
No Standardize Manual for new hire/ existing employees to review
Low engagement from employee

O

OPPORTUNITIES

Diversity and equal opportunities
Personal growth / career Development
Focus on employee well-being

T

THREATS

Joint venture
Industry changes after pandemic
Road conditions
Competitors

PART 5: SWOT ANALYSIS

S

STRENGTHS

1. Appreciation towards employees.

Establishing a culture of employee recognition in an organization should be a practice. In the contemporary workforce, individuals actively seek organizations that genuinely value and appreciate their employees' contributions and progress. Fostering a culture of recognition is directly correlated with higher job satisfaction and reinforces the perception that promotions are based on merit and fairness (Hastwell, 2023).

In Aker Solutions, they held a town hall for every quarter that was attended by all employees based in Port Klang. Throughout the town hall session, they announced all achievements during Q3, particularly sharing the successful completion and delivery of a project with all of the employees and succeeded in completing the project within the timeframe. The project has satisfied the client's needs with a high-quality product. The session also included announcements for awards related to lean achievement, CI cards, and expressions of appreciation for the team that led the successful project.

PART 5: SWOT ANALYSIS

S

STRENGTHS

2. Working flexibility arrangement

In response to the global pandemic, businesses worldwide changed their operations, fostering the era of flexible working arrangements. Flexible working arrangement empowers employees by entrusting them to fulfill their tasks without the necessity of a physical office, providing them with the freedom to work from any location. According to an article, it stated that true flexibility is when the company and employees are aligned in achieving performance and work-life balance needs (Kossek et al., 2021).

Back in 2019, Aker Solutions have implemented working flexibility especially for office workers. As an office worker, we have had the privilege of participating in the flexible working model. The company grants us the flexibility to work remotely, and the only mandatory days for physical office attendance are Tuesday and Wednesday. Occasionally, especially towards the end of the month with increased workload, we are provided the option to work from home. By working remotely, it allows those who live farther from the office to save valuable time. As highlighted by Rossi (2023), remote work has proven to be beneficial for employees, saving both time and money previously spent on commuting, which could sometimes involve 1-2 hours of travel and potential unexpected traffic jams

PART 5:

SWOT ANALYSIS

S

STRENGTHS

3. Excellent Learning & Development arrangement.

Learning and development is part of a company's bone to be a successful organization. Training opportunities offered by employers makes employees more creative and innovative by implementing the knowledge they have gained during the training session to solve the problem. According to Vinikas (2021), in order to align between employees goals and organization's performance, those in the learning and development team need to identify the gaps among employee's skills and deliver appropriate training to close the gaps.

In my role at the Learning & Development department, I have observed an excellent training process. The team maintains an annual training calendar, allowing employees to plan and attend sessions aligned with their interests. This calendar also identifies crucial skills relevant to specific roles, aiding in the continuous improvement of employee expertise. Additionally, the department has a policy requiring training requests to be submitted at least one week before the scheduled date. This proactive approach enables training coordinators to efficiently search for vendors, process grants through the e-tris system, settle the payments and organize the training. The implementation of this policy has effectively addressed issues such as late payments and unbooked venues for training sessions

PART 5: SWOT ANALYSIS

W

WEAKNESSES

1. Digitalization

During the JV Transition, we still fill forms manually and for offer and acceptance letter, they insert individual documents into a physical file. The documents then, are stored in the filing room at Level 2, which is far from the HR department at Ground Floor. They need to organize the physical document, scan and store it in the system to ease the process in the future.

2. No Standardize Manual for new hire/ existing employees to review

There is no guide that explains how things work in HR on a daily basis. If we require some information, we should ask the person in charge directly because each person has their own designation and job scope. Most of the time, only person in charge can answer each question because only they have the knowledge of their expertise. Since they are often busy with their tasks, they might not respond right away. This makes it a bit challenging and frustrating especially to the new joiner that has no direction on how to get the information. Indirectly, it will affect our performance to reach the goal within the time frame.

PART 5:

SWOT ANALYSIS

W

WEAKNESSES

3. Low engagement from employee

As office employees we are working from home for 3 days, and sometimes our manager gives permission to work from home when there is so much work to be done on that day. Based on my observation, there is a loop between employees. Especially for the new hires where they are unable to recognize the other employees from different departments. Furthermore, when people do not know each other,

Programs conducted by the HR department can sometimes face challenges. For example, when I assist my colleagues' conducting talks for Men's International Day, the participation is lower than expected and the interaction between participants and speaker is also less.

PART 5: SWOT ANALYSIS

O

OPPORTUNITIES

1. Diversity and equal opportunities

Diversity and equal opportunities are essential components of organizational success. According to Campbell (2023) we can determine when managers and leaders utilize and execute diversity well in organization, they are able to get better ideas, develop new approaches, and create better solutions.

When I was assigned to assist in recruitment program under the manufacturing department, I found that the objective of this program is very unique. Other than looking for the most talented and qualified candidates, they also value the diversity in the organization. This program was called the Manufacturing Apprenticeship Program that was highlighted to bring in more females which is 60% of apprentices based on the headcount. Other than that, during screening also, the hiring manager emphasizes that we accept candidates from various races to be proposed into the interview.

PART 5: SWOT ANALYSIS

O

OPPORTUNITIES

2. Personal growth / career Development

Based on my observation, I noticed that besides the regular daily tasks, leaders also give interns opportunities to participate in and contribute to various projects. This indirect involvement allows interns to enhance their skills. For instance, it provides them with opportunities to engage in effective communication with all team members, offering valuable exposure to the corporate environment. By doing the project, it challenges interns ability and capacity to execute the project using their own idea to bring fresh and innovative solutions.

3. Focus on employee well-being

To keep employee well-being, Aker has conducted a mental health awareness every year to give exposure about the importance of our mental health. They also have appointed a mental health aide that would assist employees when they are mentally breakdown or need someone to share their stories. Other than that, starting from October 2023, Aker has provided meal allowance RM200 per month to all employees that can be used to buy lunch, snacks or fruit in the cafe. .

PART 5:

SWOT ANALYSIS

T

THREATS

1. Joint venture

As we are merging, three different companies become into 1 entity. The change of management might impact the employees and organization by triggering their anxiety, if their current job is secure and how to adapt to a new environment. This can be a threat to the company. HR need to play their roles to ensure their employees to focus and keep their motivation at its peak.

2. Road condition

Many of Aker's employees commute to the offices by car, facing concerns about the deteriorating road conditions beyond the customs gate. The presence of growing potholes poses a significant risk, leading to frustration among road users. Drivers need to be cautious and drive slowly to avoid any potential damage to their vehicles. Especially during rainy days, it makes the pothole become worse making it challenging for drivers to assess their depth, as they are often concealed by raindrops. According to Another Road Death due to a Pothole in Klang Valley (2021), a tragic incident reported attributed to a pothole in Klang Valley. A Grab driver was killed when he lost control of his bike while attempting to avoid a pothole, ultimately resulting in a fatal crash. This unfortunate incident underscores the dangers posed by neglected road conditions

PART 5:

SWOT ANALYSIS

T

THREATS

3. Industry changes after pandemic

The pandemic has significantly changed the nature of many companies. Initiatives such as retrenchment have been implemented to manage costs effectively. Even though it is becoming better nowadays, the project team for example needs to look for the cheapest but high quality product in order to fit with the budget. Additionally, the shift to virtual operations has become a prevalent practice during the pandemic.

4. Competitors

Based on my research through the internet, Aker Solutions has more than three competitors. These include Royal Boskalis Westminster, TechnipFMC, Van Oord, and EPM Gas Technology. All these companies offer similar services and products as Aker Solutions, functioning as global service providers in subsea products and surface projects.




**PART 5:
SWOT MATRIX**

PART 5:

SWOT MATRIX

	Strengths	Weaknesses
Strengths	<ol style="list-style-type: none"> 1.Appreciation towards employees 2.Working flexibility arrangement 3.Excellent learning and development arrangment 	<ol style="list-style-type: none"> 1.Digitalization 2.No manual for new joiner to revier 3.Low engagement from employees
Opportunity	<ol style="list-style-type: none"> 1.Diversity and equal opportunities 2.Personal growth / Career deVelopment. 3.Focus on employee well-being 	<p>(S3,O3) Implementing a career goal alignment</p> <p>(S2,O2) Provide a conducive working environment.</p> <p>(W3,O1)Collaborate with other departments</p> <p>(W2, O1) Assign a project manager to lead the standardize manual</p>
Threats	<ol style="list-style-type: none"> 1.Joint Venture 2.Road Condition 3.Industry change after problem 4.Competitor 	<p>(S3,T1) Work with authority and professional contractor to solve road issue</p> <p>(W1, T1) Improve the digitalization</p> <p>(W2,T1) Proper record management</p>



**PART 6:
DISCUSSION &
RECOMMENDATION**

PART 6:

DISCUSSION & RECOMMENDATION

Work with authority and professional contractor to solve road issue

To avoid potential issues or incidents arising from the potholes, it is recommended for Aker's HSSE department to take proactive action and address the issues by reporting the road condition to the relevant local council which is PKFZ organization. Organizations have to bear the risk of safety and health and are responsible to prioritize the well-being of employees and the working condition (Gallimore, 2022). They may search for professional contractors or vendors who specialize in road maintenance services and propose to the council the best vendors to be chosen. These services include sealing, overlays, reconstruction, patching, and other relevant solutions. By taking this approach, Aker has contributed to create safer conditions for its employees and other user roads. Furthermore, this approach is aligned with the organization's commitment to health, safety, security and environment.

Implementing a career goal alignment

Create a program that resonates with employees, organizations must engage in open discussions about career aspirations and goals. Aligning these aspirations with strategic objectives ensures that the program meets both individual and organizational needs. Career growth contributes to personal growth as we push ourselves out of our comfort zone to achieve goals and embrace the opportunities to experience new perspectives and ideas (Team, 2023). Leaders play a vital role in this process by identifying the unique specialty of their subordinates and developing a career plan for the employees that enhance employees' skills. By investing in employee professional development, it will demonstrate their growth, increase job satisfaction and employee retention.

PART 6:

DISCUSSION & RECOMMENDATION

Collaborate with other departments

In order to foster stronger relationships among employees across different departments, the company can organize a comprehensive training program involving participants from various teams. One effective strategy is to randomly assign employees into groups, tasking them with collaborative activities during the training. This approach encourages cross-departmental interactions, prompting employees to engage in meaningful conversations and build connections within the organization. By facilitating teamwork and collaboration in a structured environment, this training initiative not only creates individual bonds but also promotes unity across the entire workforce. In essence, this activity helps make the team work better together, break down barriers between departments, and create a more united and connected workplace. Based on the research by Jaupi and Llaci (2015), stated that communication practices in organizations significantly impact employee engagement equally between genders.

Utilize the digitalization

As the Joint Venture integration process can sometimes be prolonged, there is a risk of overlooking important documents. To address this challenge, the company must prioritize and enhance digitization efforts. For instance, creating a shared folder accessible to team members and organizing documents into respective files can significantly improve document management. Furthermore, converting every document into a digital format will save the company costs and save time for the team to search for certain information. For instance, forms that require filling can be transformed into Microsoft Forms. This not only promotes a paperless environment but also allows convenient data retrieval from Microsoft Forms at any time. This shift toward digitalization not only enhances efficiency but aligns with our commitment to minimizing paper consumption and reducing our ecological footprint. Individuals who embrace the latest and most advanced technologies are poised for success in the future (Hajdukiewicz and Pera, 2020).

PART 6: DISCUSSION & RECOMMENDATION

Proper record management

Develop a proper record management for all documentation, policies or related documents into each section. Even though Joint ventures mean we will convert into a new entity, we still need to capture all process, workflow, documents and other related things from our data on previous work. Every record and information are the core of the organization for planning and decision making. Enhancing the documentation such as compiling all the processes whether it is in paper or non-paper records into a manual or into one folder that can be accessed by the team members. Management records facilitate optimizing operational efficiency and minimize cost by allowing employees to have access to the accurate information in a short period (Touray, 2021). especially, when the company has a new hire, it can shorten the process of teaching and learning since they can refer to the record to get the information.



Conclusion

CONCLUSION

Based on what has been discussed in this report, I can conclude that strength, weakness, opportunity and threat (SWOT), are one of the key elements for a company to evaluate and study their own company performance and stability. A company should imply swot analysis to have good planning as SWOT analysis remains as a popular used tool that helps formulate effective strategy for company success (Pereira et al., 2021). Using SWOT analysis, it helps to identify their weakness and plan a good strategy to overcome any challenges in the future.

Furthermore, the internship period has been a good opportunity for final-year students, especially myself, to gain exposure to how corporate life works and dispel any speculation I have heard about the negativity of corporate life. This internship has been an excellent and rewarding experience for me that I will never forget. Throughout my internship period, there has been a lot of knowledge and experience that I have learned at Aker Solutions, even though it is a short period. Certainly, I will apply all the knowledge that I have gained from Aker in my future working life.

I learned that being in Human Resources (HR), you must have a strong mentality because our work involves a diversity of people with different opinions and feedback. Other than that, Hr professionals also have to develop skills to communicate with everyone within the organization. We need to restrain ourselves from oversharing information with others because it can lead to negative consequences and impact other people's reputation.

Lastly, the internship program is indeed a good opportunity for students to assess their talent and potential, enrich themselves, and explore areas of interest for their future careers.

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APPENDICES

TRAINING CHECKLIST

	ITEMS	Details
Before		
	Requestor to fill in digital training request form	https://forms.office.com/e/TeLpc656We
	Event Title	
	Type of Event	<input type="checkbox"/> Public <input type="checkbox"/> In-House <input type="checkbox"/> E-Learning <input type="checkbox"/> Physical
	List of Participant	Participants must get approval from their line manager
	Budget/ Cost	
	HRDF Claimable	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Objective of the training	
	Training Equipment	shaleneyselavarajah@akersolutions.com
	Training date	
	Certificate	<input type="checkbox"/> Attendee <input type="checkbox"/> Professional : _____
Document from vendor		
Information from Vendor	Module Outline	
	Quotation	
	Trainer Profile	
After Confirmation		
	Date confirmation	
	HSSE Briefing (First Timer)	Prem.Krishnan@akersolutions.com
	Venue booking	No last minute request
	Accommodation (if require)	Hotel arrangement
	Food arrangement	Requestor need to arrange the refreshment in Port Klang Dietery of participants (External)
	Vendor Registration (New)	
	Check list for HRD grant application	<input type="checkbox"/> Quotation <input type="checkbox"/> Course Outline <input type="checkbox"/> Trainer profile
	Grant application (ETRis)	
	to apply 7 days before training date Follow-up on grant status	Before training date it would be good if we could do a week earlier or as soon as we can
	Create session in people portal	
	Send placeholder before training date	
Post Training		
	Invoice	Confirm participants / charge code for surplus
	Attendance List	To update attendance in etris system
	Capture learning history in People Portal (update)	
	JD14	vendor make claim
	HRDC Claim	
	Evaluation Form	after training
	Archive certificate program in SAP	
	Email Certificate Program to Participants	
	Effectiveness From to Line Manager (After 3 month)	

Design a training checklist to used in every training coordination

APPENDICES



Long Service Award



Long Service Award



Vendor Recognition Award



Long Service Award



Quality Management Training



Deepavali Celebration

APPENDICES



Onboarding Session



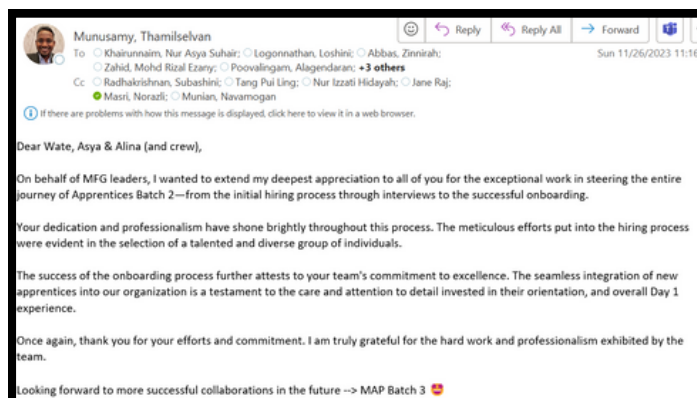
Conduct a physical interview



Client's appreciation and recognition



Subsea JV Kick-Off event



Email from Manager for Recruitment

APPENDICES



Townhall Quarter 3



JV Documentation



JD Documentation



Flow chart to the e-learning platform

ENDORSEMENT OF OUR ORIGINAL REPORT

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Sources included in the report

Entire Document

1 TRAINING REFLECTION In this section, it will describe the duration, department assignment, job description, responsibilities that have been gained as an Human Resources intern in Aker Solutions Malaysia based in Port Klang. Duration My internship with Aker Solutions Malaysia Sdn Bhd started on 21 August 2023 until 9 February 2024 (25 weeks). My standard working hours are from 8.30 am - 5.30 pm, Monday to Friday with a lunch hour break from 12.00pm to 1.00pm. Since the pandemic, the company has implemented flexible working arrangements. I am required to be present in the office only on Tuesdays and Wednesdays, allowing me to work remotely on the remaining days Department Assigned: The HR department is conveniently situated on the ground floor near the lobby, ensuring easy accessibility for all departments and employees. My designation in Aker Solutions is I have been assigned in the Learning and Development Department to assist my supervisor in training coordination.

2 Roles & Responsibilities During my internship in the Human Resources department, a significant part of my responsibilities involved managing internal communication. This role required leadership skills in communication to effectively align with line managers and employees across departments, facilitating feedback and collaboration to accomplish tasks. Working under the supervision of Loshini Logonnathan, HRDB & OD Specialist, I handled various tasks, including proposing fresh ideas for programs, creating job posters, posting content on Yammer (company site), searching for vendors to obtain quotations, and archiving documents. In essence, my role in internal communication not only honed my leadership and communication skills but also allowed me to actively contribute to the department's initiatives, fostering a collaborative and engaging workplace environment. 1. Assist in training coordination I assisted the Learning and Development Department in handling training matters, both before and after the training process. For each training request, my initial tasks involved searching for vendors, obtaining quotations, module outlines, and trainer profiles. After



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