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(PRACTICAL TRAINING REPORT)

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**THE OBSERVATION ON THE LEVEL OF EFFICIENCY ON THE
DISTRIBUTION PROCESS OF BANTUAN RAKYAT 1 MALAYSIA 2.0
(BR1M 2.0) TOWARDS THE CAPACITY BUILDING FOR GRADUATES
SARAWAK (CBG) STAFFS AT KAPIT RESIDENT OFFICE**

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TABLE OF CONTENTS

CHAPTER	CONTENS	PAGES
1.0	Introduction	1
1.1	Organization Profile	1 - 5
1.1.1	Figure: State Government Complex	1
1.1.2	Figure: Location	2
1.2	Vision	6
1.3	Mission	6
1.4	Objective	6
1.5	Organizational Chart	7
1.5.1	Administration & Finance Unit	7
1.5.2	Development Unit	8
1.5.3	Capacity Building for Graduates (CBG) Staffs	9
2.0	Schedule of practical training: Introduction	10
2.1	Log Book Summarization	10 - 21
3.0	Analysis: Introduction	22
3.1	Task Analysis	22 - 23
3.2	Organizational Behavior Theory	23 - 24
3.3	Leadership	25
3.3.1	Scope of Leadership	26
3.3.2	Suggested Qualities of Leadership	26
3.3.3	Leadership Styles	27 - 28
3.4	Work Motivation	29
3.4.1	Motivation: Improving Factors	29 - 30
3.5	Creating and Managing Effective Teams	31 - 33
3.6	Stress management	34 - 35
3.6.1	Reducing Stress: Address Job Roles	36
3.7	Observation method	37 - 39
3.7.1	Direct Observation	40 - 41

3.7.2	Type of observation	42 - 43
3.8	BR1M 2.0	44 - 45
3.9	Overall evaluation on analysis	46
4.0	Introduction	47
4.1	Strengths and Weakness Analysis	48
4.1.1	Strengths	48 - 50
4.1.2	Weaknesses	51 - 53
4.2	Major Challenges	54 - 55
4.3	Recommendation	56
4.3.1	Recommendation to Kapit Resident Office	57
4.3.2	Recommendation to Universiti Teknologi Mara	58
5.0	Introduction	59
5.1	Conclusion	59 - 62
5.2	Overall Summary	63

CHAPTER 1

ORGANIZATION PROFILE

1.0 INTRODUCTION

Student of Bachelor Administrative Science (Hons) in UiTM Campus Samarahan are required to attend a practical training with organization chosen by the respective student. Therefore, to complete this subject, I have chosen Resident Office of Kapit Division as the organization to do my practical training from 28th January 2013 until 1st March 2013. Log book was provided. The log book is used to record the task that we had done during the practical training. This log book must be sign by the host supervisor.

1.1 RESIDENT'S OFFICE OF KAPIT DIVISION: ORGANIZATION PROFILE



Figure 1.1.1: *Kapit Resident office is located at Bletch State Government Complex*