



**UNIVERSITI TEKNOLOGI MARA SARAWAK**

**FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**

**BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**

**PRACTICAL TRAINING REPORT**

**SARAWAK STATE LIBRARY (SLL)**

**PREPARED BY**

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# **CHAPTER ONE**

## **1.0 INTRODUCTION**

### **1.1 Introduction to Practical Purposes**

Practical training is one of the circumstances required for all semester five (5) students of Administrative Science and Policy Studies to meet the conditions of the course study.

Among the purposes of industrial training program is to:

- Expose students to real working environment
- Expose students to new technologies and the latest knowledge in the market
- Expose students to the specific practices in the field of their specialization
- Enhance the knowledge, skills (especially soft skills) and experience working with an organization
- Produce graduates who are competent
- Improving employment opportunities, and
- Network bridge between the Institutions of Higher Learning (IHL) with industry

## 2.2 Summary of Practical Training Schedule

Date	Exact Nature of Work
22 July 2013	<p>It was my first day at Sarawak State Library (SLL). On that first day of practical training, me and other practical students had a meeting with Pn. Sonia Suria, the Training and Development Officer of SLL for briefing. She briefed us on the background of the organization and explains a little bit about the works and tasks that we will be doing along the practical training term. She also told us about the rules and regulations that we should obey along the term of being the practical trainers there. This includes the proper attire, the working hours and etc.</p> <p>Then we were assigned to different sections within the organization. I was attached under the Training and Development Unit of HR division in Corporate Management Sector. I was assigned to assist Pn. Sonia herself along the practical training period.</p> <p>After that, we were introduced to the Senior ICT Technician, Mr. Tonny Sherbern. Mr. Tonny bring us to the ICT unit. All of the practical students have to register a staff ID account and Mr. Tony is responsible to create the account for us.</p>

## **CHAPTER THREE**

### **3.0 ANALYSIS OF TRAINING**

#### **3.1 Introduction**

Throughout the 5-week term of my practical training at SLL, I was exposed to various types of employee training and development programs used by SLL in order to improve their staff skills and performances. Besides, there are a few techniques that SLL use to evaluate their staff competencies level and the effectiveness of the trainings.

In this chapter, I will try to explain the effectiveness of training evaluation towards training and development management and how SLL practiced training evaluation as their former training and development tool which is still being used up until today especially when it comes to evaluate on the effectiveness of a training and development programs to its staff. During my practical training, I was also involved in several things related to training evaluation in SLL such as analyzing training evaluation form of the staff and analyzing the staff assessment skills. Later on in this chapter I will explain the training management concept and the reflections of the concept in my experience during practical training.