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Diploma in Information Management

(CDIM110)

Industrial Training

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INDUSTRIAL TRAINING REPORT

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ABSTRACT

This report details my industrial training experience at the Federal Land Development Authority (FELDA), which took place from July 22nd to September 13th, lasting a duration of 8 weeks. As a student pursuing a diploma in Information Management, the training was part of the IMD310 course requirement for the CDIM110 program. The training was conducted at Menara FELDA, the organization's headquarters in Kuala Lumpur. The purpose of this industrial training was to gain practical experience in the field of information management and to meet the academic requirements of the course. During my time at FELDA, I was assigned to the Human Resource Department (JPMI), specifically under the Digital and Information Management Division. My tasks involved handling various aspects of information management, including data analysis, system updates, document handling, and maintaining the accuracy and confidentiality of employee records. I was also given the opportunity to learn how to work with HR systems such as HRMIS, SAP, and other tools used to update and manage employee information. With the guidance of my industry supervisor, I was able to develop both technical and soft skills, such as teamwork, communication, and problem-solving, which enhanced my understanding of real-world practices in information management.

Keywords: Industrial training, FELDA, Human Resources, Information Management

(198 words)

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