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REMBAU CAMPUS**

DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD310)

INDIVIDUAL ASSIGNMENT:

INDUSTRIAL TRAINING REPORT

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ABSTRACT

This report outlines the 8-week industrial training experience that was completed at Yayasan Waqaf Pendidikan Anak Yatim atau Miskin Malaysia (YAWATIM) as a requirement for the Diploma in Information Management program's Industrial Training (IMD310) course. The training's goal was to close the knowledge gap between academic and practical information management practice. Public Relations and Marketing, Digital and ICT, Fund Development, Administration and Human Capital, and Finance and Accounts are just a few of the departments whose tasks are highlighted in the report. These activities gave a broad introduction to professional settings and included everything from data management and digital marketing to CSR research and financial monitoring. During the internship, key skills like data handling, Excel proficiency, digital marketing, and professional communication were developed, along with an understanding for the importance of networking, teamwork, and time management. The experience also highlighted how important data security, ethical standards, and effective communication are inside the organization. Recommendations were made to improve YAWATIM's information management methods and the industrial training program as a whole, based on observations. These included pre-internship workshops, frequent academic check-ins, and an extension of the training period. Overall, the internship helped the student get ready for potential future careers in the field and gave insightful knowledge about how information management concepts are applied in real-world settings.

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CHAPTER 1: INTRODUCTION

1.1 BACKGROUND OF THE INDUSTRIAL TRAINING PROGRAM

Industrial Training (IMD310) is a compulsory subject for all Diploma in Information Management students, requiring students to undergo an 8 week practical training program during the semester break. This industrial training serves as an important component of the curriculum, designed to bridge the gap between academic knowledge and real world experience. By engaging in hands-on assignments in organizations, students are given the opportunity to apply the theoretical concepts they have learned in the classroom to a real professional environment. The main objective of the program is to enhance student's technical skills, enhance their problem-solving abilities, and develop their understanding of workplace dynamics in the field of information management. In addition, industrial training plays an important role in helping students build their professional networks, gain exposure to industry best practices, and prepare them for future career opportunities.

1.2 PURPOSE

The purpose of sending students to industrial training is that it allows students to apply the knowledge that they learned in the class and apply it in real-world situation. For students studying Information Management, this includes applying what they have learnt about handling databases, cataloguing, and data organization in a professional setting. The practical aspects of managing, storing, and using information within an organization are shown to students through industrial training. Their academic knowledge is strengthened by this real-world approach, which also identifies areas in which they require additional education or skill development to be successful in a professional setting. Students will also be more prepared to meet industry standards at once, as they will be able to identify and address the differences between academic learning and industry standards.

1.3 OBJECTIVES

- To apply what has been learnt in the classroom into practice through implementing theoretical concepts and methods to tasks like recordkeeping, digital archiving, and data management.
- To develop interpersonal and professional skills by receiving exposure to work settings that require time management, teamwork, and effective communication.
- To evaluate student's skills and knowledge, addressing weaknesses, while setting goals for future growth in order to determine areas of strength and need for progress.

1.4 SIGNIFICANCE OF INDUSTRIAL TRAINING FOR STUDENTS

For students, industrial training is very important because it gives them a chance to obtain hands-on experience, which helps them implement their theoretical knowledge in real-world situations. It gives students the chance to learn about the realities of their chosen workplace and provides information on company developments, best practices, and the inner workings of organizations. Besides improving technical knowledge, industrial training encourages personal development by strengthening decision-making, problem-solving, and critical thinking skills. Additionally, students are exposed to professional work cultures, ethical standards, and networking opportunities, all of which improve their job opportunities and overall growth. In the long run, it gives students extra confidence and allows them to meet the needs of the workforce, which will make them more appealing and flexible in their future employment.