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DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

INDUSTRIAL TRAINING (IMD 310)

INDIVIDUAL PROJECT:

**INDUSTRIAL TRAINING: PERTUBUHAN PELADANG KAWASAN JELEBU (PPK
JELEBU)**

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ABSTRACT

The industrial training provided valuable insights into agricultural operations and the importance of effective information management procedures. Key takeaways from the internship included clear communication channels, precise record-keeping, and community engagement efforts. The experience enhanced administrative abilities and shaped a perspective on community engagement and organizational dynamics. The internship sparked a desire for working in community development, promoting social responsibility and environmental sustainability. The skills and experiences gained during the internship will be applied to positively impact the agriculture sector and engage communities in ways that empower them to prosper. This experience has strengthened the resolve to pursue a profession dedicated to creating long-term influence on society through new farming techniques and community-based initiatives.

Keywords: experience, management procedures

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1.0 INTRODUCTION

➤ 1.1 Background of the industrial training program

During my industrial training, I was capable of to gain experience with the Pertubuhan Peladang Kawasan Jelebu (PPK Jelebu), a prestigious agricultural organisation dedicated to assisting local farmers and improving agricultural methods in the region. This association is critical in promoting environmentally friendly farming practices and improving farmers' livelihoods in Jelebu. PPK Jelebu is ideally located on Jalan Dato Menteri, Kampung Jelebu Tengah, 71600 Kuala Klawang, Negeri Sembilan. During part of my internship learning, I was allocated to the department of administration and worked on a variety of information management responsibilities. This position provided me with substantial knowledge into how administrative systems support agricultural operations. I was involved in data management, document organisation, and information dissemination, all of which are key components of good agricultural decision-making.

➤ 1.2 Purpose and objectives of the report

The main objective of this report is to represent what students learnt and achievements from industrial education they got. It strives to provide a comprehensive review of the tasks completed, skills discovered, and insights achieved during the training time. This report will investigate students' ability to apply theoretical understanding in real-world circumstances, reflect on their personal and professional development during training, and assess the program's overall efficacy in preparing individuals for future employment.

The importance of practical experience for students studying a Diploma in Information Management cannot be underestimated. This experience is critical for learning important skills including communication, teamwork, problem solving, and time management. Furthermore, exposure to industry techniques helps students comprehend current trends and issues in the field of information management. Such knowledge not only improves their academic performance but also gives them courage and helps them for successful jobs in their chosen fields. Finally, this paper will demonstrate how industrial training has transformed students' educational journeys. By crossing the gap between theory and practice, this training course helps to shape capable individuals who are prepared to meet the needs of an ever-changing labour market. Students may gain deeper insights into their strengths and opportunities for