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DIPLOMA IN INFORMATION MANAGEMENT (CDIM110)

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ABSTRACT

This report presents a comprehensive overview of an eight-week industrial training experience at Creative Minds Education, a leader in STEM education. The training bridged academic theory with practical applications, providing valuable insights into operations management, program coordination, and technical support. Key activities included organizing and facilitating STEM workshops, analyzing operational data, developing educational materials, and collaborating with various stakeholders. The experience fostered critical skills such as strategic planning, resource management, communication, teamwork, and problem-solving, all essential for navigating the real-world work environment. This training emphasized the importance of innovation, professionalism, and continuous learning, preparing the student for future career challenges while highlighting the transformative role of STEM education in fostering 21st-century competencies among students and educators.

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CHAPTER 1: INTRODUCTION

1.1 BACKGROUND OF THE INDUSTRIAL TRAINING

Universiti Teknologi MARA (UiTM) offers industrial training to expose students to real-world job settings all around Malaysia. The first step towards assisting students become more familiar with the workplace culture is industrial training. Because it exposes students to the particulars of managing an organization both internally and externally, this industrial training is incredibly beneficial and will be highly valued in the future.

In addition, it can also expand knowledge and add experience even though it takes a short time. This industrial training can instill pure values in students such as cooperation, discipline, trustworthiness, and responsibility. During industrial training, students will be connected by the rules established by the organization, which state that any concerns like leave requests should be directed to management rather than UiTM.

Students who plan to continue their studies next semester will use the notes in this daily report book as a guide for preparing the reports that the Industrial Training Placement Unit requires. Students cannot carry on their studies into the following semester if they do not have the daily report book and the industrial training report book. After completing their education, students can also use this industrial training report book to find jobs. Employers might use this report book as a reference. Students sometimes get advised to create a subtopic for that reason.

1.2 OBJECTIVES OF INDUSTRIAL TRAINING

Among the objectives of industrial training is to build an individual's personality. For example, students can provide insightful views and ideas while also being very confident and brave in facing challenges in any situation. In addition, industrial training has also educated students to communicate effectively. This is because students have been exposed to real work environments and have interacted with the public. For example, they can also learn how to communicate with department staff, customers, and others more confidently and effectively.

Next, industrial training instills a sense of caution and responsibility within oneself. Students can assess their ability to carry out the tasks that have been entrusted to them. However, to navigate the rapidly changing world, students also need to prepare themselves earlier before entering the real working world. With this early exposure, students

are prepared to enter a work environment that is more challenging both mentally and physically.

Furthermore, industrial training also encourages students to practice good work ethics and adhere to the regulations set by the firm or department. Therefore, students will practice good work ethics and regulations so that they are always viewed positively by the industry. Finally, industrial training also instills a spirit of teamwork and good relationships among workers. For example, when a task is assigned and requires teamwork, it can simultaneously foster good relationships among employees.

1.3 OBJECTIVES OF THE REPORT INDUSTRIAL TRAINING

Through report writing, students can use the work techniques they have learned as a reference to step into the real world of work. The detailed report provided serves as evidence of the training that has been conducted perfectly within a period of approximately eight weeks, starting from July 23, 2024, to September 13, 2024, as stipulated by UiTM. This report also serves as assessment material for the training conducted by the students, and the report's score will be given after it has been thoroughly reviewed by the lecturer. This fosters a spirit within students and a sense of responsibility in carrying out every task assigned to meet the demands of the industry and UiTM. This can cultivate students to take on the entrusted tasks well.

Students need to prepare the report book and make it as good as possible to obtain an excellent grade, where the lecturer will evaluate everything recorded in the report book in line with the assignments carried out during the industrial training. Therefore, the training report and the daily training book must not contain different information because the lecturer will compare them to see how well the students perform their industrial training tasks according to the established procedures. This industrial training report also aims to determine the type of assignments given about the studies undertaken or vice versa. From these assignments, the lecturer can assess whether the student has undergone industrial training well or not. This report is very useful to be used as evidence by the students. Therefore, various objectives related to industrial training serve as guidelines for its implementation.

- **Becoming evidence**