

EXECUTIVE SUMMARY













My internship was conducted at Human Resource Development Corporation, known as HRD Corp, located at Jalan Beringin, Damansara Heights. Commencing on March 11, 2024, and concluding on August 23, I completed a total of 24 weeks of internship. I was placed within the People, Capability & Culture Department of the Human Resources Division, under the supervision of Encik Ahmad Akhtar Bin Ahmad Hilmi, an Associate specializing in Talent Development and Transformation.

During my internship tenure, I assumed responsibilities in managing the Talent Development Unit, which included processing internal and external learning requests from HRD Corp staff. Additionally, I oversaw the New Talent Programme (Internship), involving tasks such as onboarding procedures and monthly allowance disbursements

I am grateful for the enriching learning experiences and the trust bestowed upon me by my colleagues. With their invaluable guidance and support, I have consistently delivered commendable outcomes while adhering to established Standard Operating Procedures (SOPs)

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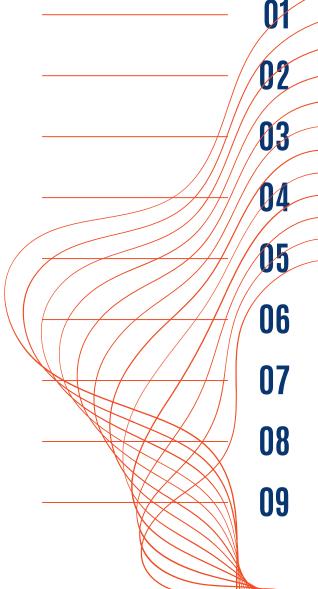
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HRD COPR ABOUT

The Human Resource Development Corporation (HRDC), headquartered at Wisma HRD Corp on Jalan Beringin in the bustling city of Bukit Damansara, 50490 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia, is a cornerstone in talent development and human resource initiatives. Listed below are the locations of HRD Corp headquarters and its regional branch offices.



HRD Corp, driving Malaysia's ambitions in talent development, holds the pivotal responsibility of collecting levies from employers and allocating funds to training and development programmes that empower the Malaysian workforce. In recent years, our mission has significantly expanded to include crucial objectives such as fostering employment opportunities, facilitating placements for industrial training, providing comprehensive career coaching and counselling services, and creating income-generating avenues for Malaysians with diverse skillsets, backgrounds, and capabilities.

HRD CORP REBRANDING

HOCORP



KNOWING MY ORGANISATION

REBRANDING







2 Dec 2021, Dato' Sri Ismail Sabri bin Yaakob, Prime Minister officiated



Reflects new responsibilities, directions and mission



Includes expanding its existing upskilling and reskilling efforts



This is in line with HRD Corp's ambition of driving Malaysia's talent development aspirations for the long term







VISION
Every Malaysian Trained and Employable
MISSION

Improving lives through the promotion of lifelong learning and acquisition of future work skill

OUR BRAND PROMISE

Improving lives through the promotion of lifelong learning and acquisition of future work skill

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Ultimately, HRD Corp aim to be the catalyst in driving the development of Malaysia's current and future workforce, in line with the nation's pursuit of becoming a high income and developed economy



VISION

Every Malaysian Trained and Employable.

02

MISSION

Improving lives through the promotion of lifelong learning and acquisition of future work skills.



OUR BRAND PROMISE

Aims to be a catalyst for the growth of Malaysia's current and future workforce.

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