



2024

INTERNSHIP REPORT

PREPARED BY

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PREPARED FOR

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(INTERNSHIP COORDINATOR)
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3. **DR NURWAHIDA FUAD** (EXAMINER)

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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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.

HEADQUARTERS & BRANCHES



05 NORTHERN BRANCH

- Langkawi
- Penang

04 PERAK BRANCH

- Ipoh
- Tapah

01 HEADQUARTER

Pembangunan Sumber Manusia Berhad, Wisma HRD Corp, Jalan Beringin, Damansara Heights 50490 Kuala Lumpur

02 MELAKA BRANCH

- Melaka
- Negeri Sembilan

03 JOHOR BRANCH

- Johor Bahru
- Batu Pahat

06 EAST COAST BRANCH

- Kuantan
- Kuala Terengganu
- Kota Bharu

08 SABAH BRANCH

- Sandakan
- Tawau
- Kota Kinabalu
- Keningau
- Labuan

07 SARAWAK BRANCH

- Kuching
- Miri
- Sibul
- Bintulu

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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

KNOWING MY ORGANISATION

REBRANDING



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

01

VISION

Every Malaysian Trained and Employable.

02

MISSION

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

03

OUR BRAND PROMISE

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