

WISMA



DARUL IMAN

**PEJABAT SETIAUSAHA KERAJAAN
TERENGGANU**

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EXECUTIVE SUMMARY

This training report outlines the experience and knowledge I gained during the industrial training at the Government Secretary's Office, Wisma Darul Iman.

During the 24 weeks I conducted my industrial training I documented the experience of working in reality by being given various tasks and responsibilities. Among the tasks I have carried out include making minutes of meetings, holding courses or programs, updating data, pension management, promotion, correspondence, revising resumes of applications for newly appointed industrial training students, medical payments and confirmation of course attendance. In addition, I was also given assignments that exposed external relations with stakeholders from external and internal departments and record keeping. This study examines in detail the handling of SWOT and PESTEL in the Government Secretary's Office (Training and Career Unit).

This is to identify strengths, weaknesses, opportunities and threats as well as external factors of the organization that affect the efficiency of the organization. Finally, this study also concludes the discussion and improvements that can be made to increase the productivity of the Government Secretary's Office.



ABOUT COMPANY



Wisma Darul Iman is a secretariat building owned by the state government and is an important landmark in Terengganu. Wisma Darul Iman was established in 1986 and is located in Jalan Sultan Ismail, Kuala Terengganu. The construction of Wisma Darul Iman began in 1982 and was completed in 1985. This building was officially inaugurated by the Sultan of Terengganu on 25 August 1986 (Wikipedia contributors, 2023).

Wisma Darul Iman was led by "Yang Berhormat Mulia Setiausaha Kerajaan iaitu Tengku Seri Bijaya Raja (Dato' Seri Tengku Farok Hussin bin Tengku Abdul Jalil) as a Pentadbir Utama Negeri and Ketua Perkhidmatan Awam Negeri and Penasihat Kepada Menteri Besar".

In addition, Wisma Darul Iman also houses the office of the menteri besar, the office of the secretary of the state government and also houses the State Legislative Assembly Terengganu. Wisma Darul Iman is also led by YAB Dr. Ahmad Samsuri bin Mokhtar who is the chief minister of Terengganu. Furthermore, Wisma Darul Iman also has several departments such as the Government Secretary's Office, Internal Audit Unit, State Legislative Assembly, State Sports Council, Local Government and several other departments.

VISION

“Terengganu Maju, Berkata, Sejahtera menjelang 2030”

MISSION

Leading Sustainable and Comprehensive State Development Guided by the Islamic Development Model.

GOAL

To Perfect the Public Service Delivery System Through Planning, Implementation, Coordination, Monitoring and Reevaluation of People-Oriented Administration and Development.

ROLE

- Planning, implementing and overseeing all administrative matters which are the highest basic matters to be implemented by the state, district and department levels.
- Planning, managing and controlling the entire Administration machinery the state includes economic, social and human resource development.