



UNIVERSITI
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MARA

Cawangan Melaka

Industrial Training Report

MGT 666

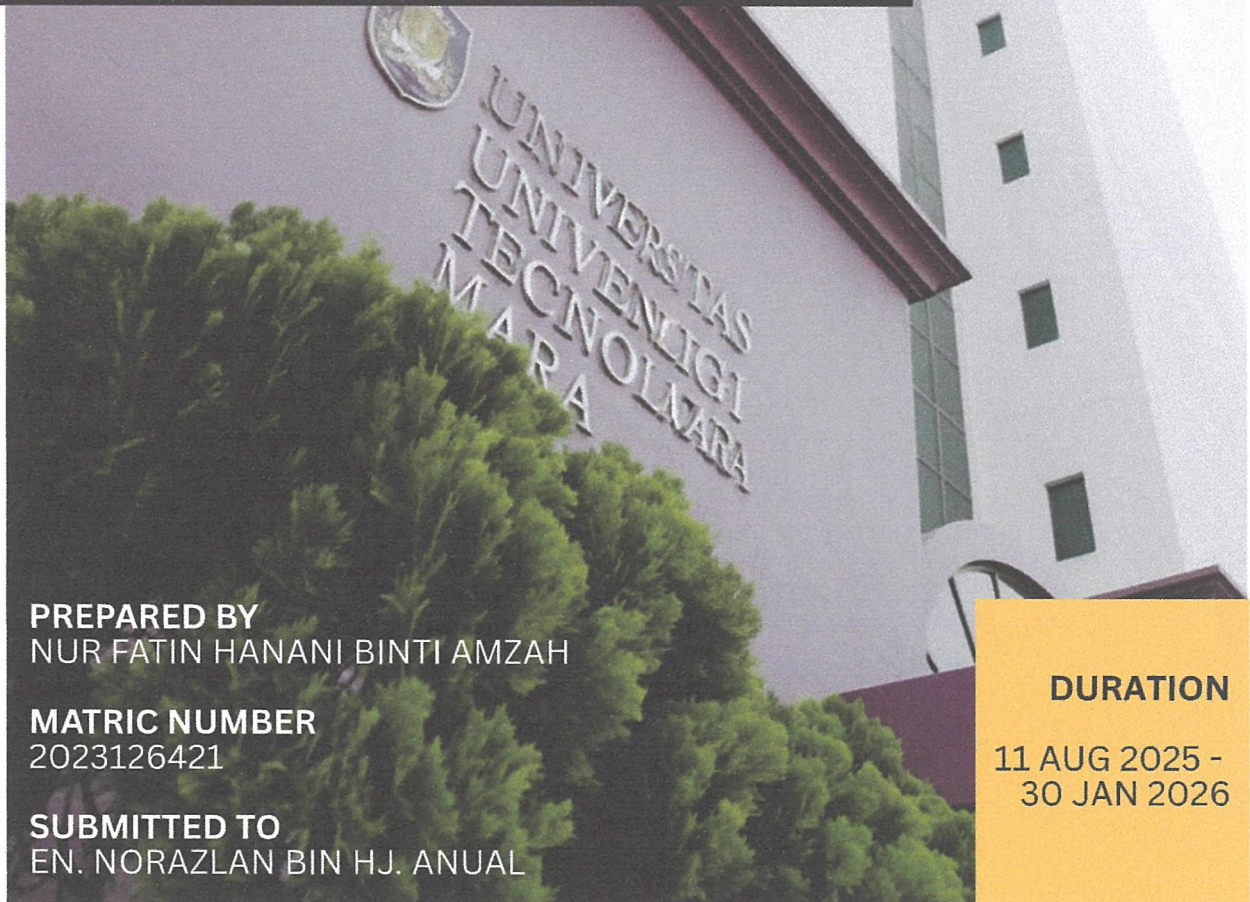
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Executive Summary

This report is an investigation into the Practical Training Unit and its roles, functions as well as how it handles industrial training programs to students. The paper will be based on the guidelines of the MGT666 Industrial Training Report and approach with an Office Systems Management perspective, indicating administrative systems, documentation procedures, effectiveness of communication, and effectiveness of operations.

The overall aim of this report is to evaluate the background of the unit, the services offered by the unit and how it manages the industrial training. It also highlights some of the major concerns in the performance of the unit and it applies a SWOT analysis to assess the internal strengths and weaknesses, external opportunities and threats that influence the management effectiveness in an internship.

Furthermore, there are several strengths about the Practical Training Unit. It conducts formal pre-internship orientations to prepare students to work in the real world, communicates efficiently through electronic media and adheres to a regulated documentation policy which assists in alignment of the students, academic advisors, and host organizations. These advantages help the internship location to operate more easily and increase student preparedness.

On the external factors, the unit is highly endowed with an opportunity by embracing the digital transformation, automation of processes, and development of strategic partnerships with industry players to expand opportunities of internship. Nevertheless, threats to the initiatives such as the exploitation of the interns by the host organizations and the increase of the routine administration jobs should be noted as the factors that might diminish the learning outcomes of the students.

According to my findings, I would recommend the following ones, roll out an integrated digital internship management system, sharpen monitoring mechanisms, increase the digital capabilities of the staff, and be more active about engaging the industry partners in a more structured manner. The Practical Training Unit can also optimize its industrial training program by becoming more efficient, of higher quality, and sustainable through strengthening the office systems and implementing modern management practices.

Acknowledgement

To begin with, I wish to thank Allah S.W.T. who has so far seen me healthy and had provided me with the strength and persistence to complete my industrial training and present this report in print. Through His blessings, I was able to complete the report on Industrial Training (MGT666) on time. I am also very thankful to the Faculty of Business and Management, Universiti Teknologi MARA Campus Bandaraya Melaka, that allowed me to undertake this industrial training as undergraduate student in Bachelor of Office Systems Management (Hons.) program. The experience has enlightened me about what happens in the actual workplace and the management systems in an office.

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I would like to thank them with their cooperation, guidance, and assistance in my internship. Their readiness to impart and provide practical experience helped tremendously particularly in office administration system as well as documentation, communication, and internship management systems. Finally, I would like to give a special thanks to my family and friends who supported me morally, encouraged, and understood me during this process. They were always my driving force, which made me stay focused and work hard to complete my training in the industry and this report.

Table of Contents

Acknowledgement	01
Student's Profile	02- 03
Company' Profile	
• Vision & Mission	
• Quality Policies & Objective Quality	04 - 06
Organization Chart	07 - 08
Services Offered	09
Training's Reflection	10
SWOT Analysis	11 - 15
SWOT Matrix	16 - 19
Conclusion	20
References	21
Appendices	22

