



**UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT**

INDUSTRIAL TRAINING REPORT

**PAHANG PUBLIC LIBRARY CORPORATION, LOT 10, JALAN
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DECLARATION

I hereby declare that this is my original work. I have not copied from any other student's work or from other sources. I am also declared that no part of this report has been published or submitted for publication except where due to reference or acknowledgement is made explicitly in text, nor has any part been written for me by another person. I confirm that I have read and understood the UiTM regulations with regards to plagiarism and will be penalized by the university if found guilty.

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ABSTRACT

The Industrial Training subject (IMC690) is a subject that needed to be taken by final year students. Industrial training refers to work experience done during the program of study that is relevant to professional development prior to graduation. The duration for internship around 5 months. This training was conducted at Pahang Public Library Corporation in Kuantan, Pahang. During the industrial training, the trainee is needed to contribute to the activities of the workplace and to meet the same demands of work production and responsibility expected by the organization of its regular employees. All the tasks and duties given to the trainee purposely to prepare, develop and gain new knowledge, skills and visualise the real environment of work. Tasks also been given to the trainee which are daily routine where trainee were required to record it in logbook and special project which required trainee to create and implement in order to pass the subject.

Keywords: Industrial training, Pahang Public Library Corporation, trainee

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