UNIVERSITI TEKNOLOGI MARA
FACULTY OF INFORMATION MANAGEMENT

INDUSTRIAL TRAINING REPORT

PERPUSTAKAAN TUANKU BAINUN
UNIVERSITI PRNDIDIKAN SULTAN IDRIS
TANJONG MALIM, PERAK

Prepared By

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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 declare 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.

Signed by

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ABSTRACT

Industrial training is an important phase of a student life. A well planned, properly executed and evaluated industrial training helps a lot in developing a professional attitude. It develops an awareness of industrial approach to problem solving, based on a broad understanding of process and mode of operation of organization. The aim and motivation of this industrial training is to receive discipline, skills, teamwork and technical knowledge through a proper training environment, which will help me, as a student in the field of Information Management, to develop a responsiveness of the self-disciplinary nature of working world. During a period of five months training at Perpustakaan Tuanku Bainun, Throughout this industrial training, I have been learned new skills especially in technical work, build confident when dealing with people, improve communication skills and able to implement what I have learnt as a Degree in Information Management student in UITM Rembau.

ACKNOWLEDGEMENT

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