UNIVERSITI TEKNOLOGI MARA SARAWAK

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)

PRACTICAL TRAINING REPORT

SARAWAK STATE LIBRARY (SLL)

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Table of Contents

CHAPTER ONE

1.0   INTRODUCTION

1.1   Introduction to Practical Purposes

Practical training is one of the circumstances required for all semester five (5) students of Administrative Science and Policy Studies to meet the conditions of the course study.

Among the purposes of industrial training program is to:

- Expose students to real working environment

- Expose students to new technologies and the latest knowledge in the market

- Expose students to the specific practices in the field of their specialization

- Enhance the knowledge, skills (especially soft skills) and experience working with an organization

- Produce graduates who are competent

- Improving employment opportunities, and

- Network bridge between the Institutions of Higher Learning (IHL) with industry

CHAPTER TWO

2.0   SCHEDULE OF PRACTICAL TRAINING

2.1   Introduction

During my 5 weeks of practical training, Sarawak State Library (SLL) has exposed me with various kinds of works and tasks which becomes the responsibilities of the organization itself. The officers there have been giving me the chances to get involves directly in administrative works and also brought me to several meetings to let me see the real situations or the real experiences of working. In this chapter, I will explain briefly about the tasks and works I have done along the practical training term, extracted from the log book which I filled during the practical training period.

CHAPTER THREE

3.0   ANALYSIS OF TRAINING

3.1   Introduction

Throughout the 5-week term of my practical training at SLL, I was exposed to various types of employee training and development programs used by SLL in order to improve their staff skills and performances. Besides, there are a few techniques that SLL use to evaluate their staff competencies level and the effectiveness of the trainings.

In this chapter, I will try to explain the effectiveness of training evaluation towards training and development management and how SLL practiced training evaluation as their former training and development tool which is still being used up until today especially when it comes to evaluate on the effectiveness of a training and development programs to its staff. During my practical training, I was also involved in several things related to training evaluation in SLL such as analyzing training evaluation form of the staff and analyzing the staff assessment skills. Later on in this chapter I will explain the training management concept and the reflections of the concept in my experience during practical training.