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**AN OVERVIEW OF MAJLIS HARI KUALITI DAN HARI**  
**KELUARGA IN YAYASAN PEMBANGUNAN**  
**KELUARGA DARUL TA'ZIM 2016**

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**JULY 2016**

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# CHAPTER 1

## INTRODUCTION

### 1.1 Chapter Review

This chapter consists of eleven sections. Section 1.2 is the background of Yayasan Pembangunan Keluarga Darul Ta'zim (YPKDT). Section 1.3 is Vision of YPKDT. Next, on Section 1.4 is the Mission of YPKDT. Section 1.5 is about the motto of YPKDT. Section 1.6 is about the objectives and Section 1.7 is the strategy. In addition, Section 1.8 is for the organization structure. The rationale of YPKDT logo is in Section 1.9. Last but not least is Section 1.10, the chapter summary. Lastly in Section 1.11 is the chapter summary.

### 1.2 Background of Yayasan Pembangunan Keluarga Darul Ta'zim

Family is a long lasting relationship that holds a bond with each other. Family is an important part in our life in which its development will be able to affect the community development. Therefore, it is very important for a family to have a strategic planning that consists of all aspects that could strengthen the family's relationship.

As for this awareness, the State Government of Johor Darul Ta'zim had agreed to set up an enactment of Yayasan Pembangunan Keluarga Darul Ta'zim Bil. 2 1997 which was approved by *Dewan Undangan Negeri* on 19 May 1997. ("Lawan Web Rasmi Yayasan Pembangunan Keluarga Darul Ta'zim", n.d.). Yayasan Pembangunan Keluarga Darul Ta'zim started its operation on 1 October 1997.

It started operating in Jalan Tun Abdul Razak, Johor Bahru as the head quarter. In 2014, Yayasan Pembangunan Keluarga Darul Ta'zim started to operate in new

## **CHAPTER 2**

### **SCHEDULE OF PRACTICAL TRAINING**

#### **2.1 Chapter Review**

In this chapter, the focus is on the training schedule, where the trainee recorded all the tasks that have been done daily in the logbook during the practical training. The start of this chapter is the introduction, in Section 2.2. Everything that was done by the trainee that consists of the scope of works and daily activities in Yayasan Pembangunan Keluarga Darul Ta'zim that is written in the logbook is shown in Section 2.3. The last section, which is Section 2.4 is the chapter summary.

#### **2.2 Introduction**

During the industrial training program, Noor Effarina Binti Elias was given a practical training log book which is for the students to summarize the daily activities that are being done. Basically, the log book is used throughout the period of 2 months, starting from 20<sup>th</sup> January 2016 until 16<sup>th</sup> March 2016. Thus in this chapter, there will be a review of the description of jobs and tasks executed throughout the training at Yayasan Pembangunan Keluarga Darul Ta'zim.

Moreover, during the practical training in YPKDT, the trainee was placed in the Human Resource and Finance department, under the supervision of Encik Zulkafli Bin Kadir, the Assistant Director of Human Resources and Finance. The tasks and activities that have been completed by the trainee were under the supervision of Encik Zulkifli as well as the staffs in that department. Following is the description of the daily tasks and activities that have been done during the practical training which are in weekly order.

## CHAPTER 3

### ANALYSIS

#### 3.1 Chapter review

This chapter highlights on the event management of the “Majlis Hari Kualiti dan Hari Keluarga YPKDT 2016”. This Section 3.2 is about introduction to this chapter, Section 3.3 for the event management. Then on Section 3.4 is for event management life cycle. Section 3.5 is about the strength and limitation analysis. Lastly in Section 3.6 is the Chapter Summary.

#### 3.2 Introduction

Yayasan Pembangunan Keluarga Darul Ta’zim is basically an organization that operates to help the families in Johor to strengthen the family institution. This is in line with the main mission of YPKDT which is to handle social problems and strengthening individual's personality, families and communities through systematic programs. In providing better quality of services, YPKDT was divided into several units with different roles.

Thus, in this chapter, we will be focusing on the overview and analysis of event management of the “*Majlis Hari Kualiti dan Hari Keluarga 2016.*” The event was usually carried out annually for all the staffs and their family. The trainee was involved directly to this event by making preparation for the event, joining the event’s meeting, and also attending the event.