



UNIVERSITI TEKNOLOGI MARA

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INDUSTRIAL TRAINING REPORT

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## **ABSTRACT**

This industrial training report consists of four (4) chapter covering the introduction, organization of information, industrial training activities and conclusion. Chapter 1 include the background of the organization and organizational structure while chapter 2 consists of departmental structure and departmental function. Whereas chapter 3 consists of industrial training activities and chapter 4 will conclude all the content. In order to complete this course, trainee needs to undergo five (5) months of practical training in selected industry from 1 August 2017 until 29 Disember 2017. The library that been chosen by the trainee is University of Malaya Library. This library comprise of the main library, three (3) branches libraries which are Tan Sri Professor Ahmad Ibrahim Law Library, T.J. Danaraj Medical Library, Za'Ba Memorial Library and also seven (7) special libraries whereas they focus on certain faculty. Each libraries has their own specialty, appealing task and function. During the training, trainee get opportunity to learn as well as absorb knowledge and experience from different library branches. Moreover, trainee manage to learn differents skills such as management and communication skills as well as enhances the discipline level. Last but not less, the experience, knowledge and skills gain during this training will became helpful for the trainee to be more prepared and exposed to the real working environment later on in the future and also became better librarian.

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