

INDUSTRIAL TRAINING REPORT

**PUSAT SUMBER
BAHAGIAN KHIDMAT PENGURUSAN
KEMENTERIAN BELIA DAN SUKAN MALAYSIA
PRESINT 3, PUTRAJAYA**

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ABSTRACT

This industrial training report consists of 4 chapter and that are organization information, industrial training activities and conclusion. Chapter 1 consist of background of the organization, chapter 2 consist of department structure and function. While chapter 3 consists of training activities and special project and the last chapter is chapter 4 which has the conclusion of the report. In order to complete study, trainee needs to undergo 5 months of practical training in industry starting from 1 August 2017 until 29 December 2017. The library that has been selected by trainee is Ministry of Youth and Sports Malaysia (KBS). During five months of training, trainee got opportunity to learn library management. Training schedule has been prepared by the head of library for the trainee to learn important task at law library. Besides that, I also learn to improve communication skills, learn to be more discipline and punctual. Last but not least, the knowledge, skills and experience gain during the practical training is the best method in order to prepare students to expose to the real working environment and also to be a good and better librarian in future.

Keywords: Industrial training, library management, working environment, librarian.

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