## Analysis of Stewardess Training of Executive Coach with reference to Semai Impian Sdn. Bhd.

A Graduation Exercise
Submitted as partial fulfillment of the
Advanced Diploma in Business Administration
(Transport)

By Azlina bt. Hj. Hassim

Advanced Diploma in Business Administration (Transport)

School of Business and Management MARA Institute of Technology Shah Alam, Selangor Darul Ehsan.

May 1995

## TABLE OF CONTENT

			<u>Page</u>
1cknowledgement			
Prefa	ice		ii
List c	iii		
Intro	1-2		
Back	3-6		
Back	ground	l of Semai Impian Sdn. Bhd.	7-10
1.0	Chaj	pter I :	
	1.1	Business Proposal	11
	1.2	Objective	11
	1.3	Scope of Limitation	12
	1.4	Problem Statement	13
	1.5	Hypotheses	14
	1.6	Methodology	15
	1.7	Literature Review	16-17
		1.7.1 Air Hostess	18-20
		1.7.2 Stewardess's Training of Malaysia	
		Airline System	21
		1.7.3 Developing an appraisal training system	22
		1.7.4 Inquiring trainers want to know	23
		1 7 5 7 steps to building better training	24

2.0	Chapter 2 :				
	2.1	Training Program of Stewardess of Executive Coach	25-29		
	2.2	The Procedures of Stewardess's Duty	30-34		
3.0	Chapter 3:				
	3.1	Findings and Analysis based on Questionnaire	35-56		
	3.2	Findings and Analysis based on Interviews	57-60		
	3.3	Findings and Analysis based on Observations	61		
4.0	Chapter 4 :				
	4.1	Recommendation	62		
		4.1.1 On-job Training	63-65		
		4.1.2 Brainstorming	66-67		
		4.1.3 Refreshment programme	68		
		4.1.4 Upgrading the quality of Management	69-70		
		4.1.5 Additional Stewardess	71-72		
5.0	Chapter 5 :				
	5.1	Conclusion	73-75		
Bibli	ogravk	ıv			

Appendices

## ACKNOWLEDGEMENT.

Towards the completion of my thesis, I am happy to express my gratitude and thanks to my advisor, Puan Rosena Mohd. Ali who help me a lot to complete my thesis by giving her advice and guidance from her experiences.

I would like to express my profound gratitude and appreciation to all the following persons for their time, co-operation and guidance towards the completion of this thesis.

- a) Encik Mohd. Hazani bin Hj Husin
  The Manager of SISB
- b) Encik Basri bin BaharomThe Operation Executive Of SISB
- c) Puan Mariam Majid

  The Manager of Training and Development of MHSB
- d) All staff of SISB

Also to my beloved parents who have been very supportive financially, spiritually and morrally.

## PREFACE.

In this thesis, I will stress on the stewardess's training because of their importance as one of the backbone of the operation. By using them, the services can be provided efficiently in the cabin to the passengers. These will make the Executive Coach to be the priority among the various public transportation which can provide a high quality service.

Thus, to increase the level of services, the training programme should be implemented to upgrade the stewardess's knowledge and skills. The training programmes not only teach them how to give a good service, but it is also can motivate the stewardesses to work in more dedicated, clean and clearer environment.

The company is having difficulties in operating their business due to the stewardess's attitudes toward their work.

This thesis also will discuss more on the training and the problems arising from the stewardess through interviews and questionnaires. It will also describe the recommendations towards reducing the problems.