



**UNIVERSITI TEKNOLOGI MARA SARAWAK  
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES**

**PRACTICAL TRAINING REPORT (ADS 666)**

**PRACTICAL TRAINING AT SARAWAK TIMBER INDUSTRY  
DEVELOPMENT CORPORATION (STIDC)**

**NUR SUFIAKHOFI BINTI ZEKARIA**

**2017517515**

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## Acknowledgement

In the name of Allah, most merciful, it is my pleasure that I would like express my appreciation to the Almighty God for His grace, upon the completion of this report. Secondly, I humbly wish to say thank you to my supervisor Madam Fadhleen, my classmates and family whom had encouraged and stood with me on many occasions while I was completely invested in completing this report. I also wish to remember and thank all of my colleagues for making valuable contribution towards this report and most of all to STICD for giving me the opportunity to do my practical training there as fulfilling the requirements of my course work. Endless thank you's to all the personnel's that were involved especially the staffs and from the Human Resource Planning Department (HRPD) and my host supervisor, Mdm Dyg Masmolydiza Bt Abg Hj Dawi and Mdm Siti Khafizah Binti Ali for their guidance and knowledge shared throughout this internship program, may God bless everybody. Lastly, I would like to express our gratefulness to the Almighty God without His blessing I would not be able to complete this report successfully.

## **THE DECLARATION**

### **Declaration**

I hereby declare that the work contained in this practical training report is original and my own except those duly identified and recognised. If we are later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed,

\_\_\_\_\_

(NUR SUFIAKHOFI ZEKARIA)

**CLEARANCE FOR SUBMISSION OF THE PRACTICAL TRAINING REPORT BY  
THE SUPERVISOR**

Name of Supervisor : **MADAM NOOR FADHLEEN BINTI MAHMUD**

Title of Practical Training Report : **SARAWAK TIMBER INDUSTRY DEVELOPMENT  
COPORATION (STIDC)**

Name of Student : **NUR SUFIAKHOFI ZEKARIA**

I have reviewed the final and complete practical training report and approve the submission of this report for evaluation.

-----  
(MADAM NOOR FADHLEEN BINTI MAHMUD)

Date:

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## **Chapter 1: Introduction of the organization**

### 1.0 Chapter review:

An organization is a social unit of people that is structured and managed to meet a need or to pursue collective goods. Besides that, an organization has a management structure that determines relationship between the different activities and the members are subdivided and assigns to roles, responsibilities and authority that carry out different tasks. Organizations are an open system as they affect and are affected by their environment (Dictionary.B, 2019).

Therefore, in this chapter explains briefly about the organization that I was accepted to perform my practical training which Sarawak Timber Industry Development Corporation. Later in this chapter also touches on the background of the organization in which consist of the 3.1.3 organization objective, 3.1.3 organization function, 3.1.4 the vision and mission, 3.1.5 organization structure as follows:

### 1.1 Background of the organization

STIDC or is widely known as PUSAKA was establish in June 1973 under the *Perbadanan Kemajuan Kayu Sarawak Ordinance 1973*. The function would be to encourage planned development of wood-based industries throughout Sarawak at a role constant with and the technical expertise and effective management of the forest resources. The STIDC logo was formally launched on the 7<sup>th</sup> of May in 1993 which happens to be the Corporation's 20th Anniversary. The green letter "P" describes the shortened name of the Corporation in *Bahasa Melayu*, *PUSAKA* and the brown colour indicates wood which is a raw material in the timber industry. Meanwhile, letter "S" is a short form of the Corporation's name - STIDC in the English language and the golden colour represents the leadership role presented by PUSAKA especially in the development of the timber industry. The combination of colours reflects the efforts of PUSAKA in encouraging the growth of the timber industry.

## 1.2 Organization objective

The Sarawak Timber Industry Development Corporation objectives are as follows:

- To formulate new policies and strategies to promote and develop the timber industry.
- To develop efficient and economical utilisation of forest resources.
- To create new concepts and strategies in the timber industry so as to ensure that benefits from harvesting of the State's forest resources will be holistically.
- To enable the State Government to coordinate and implement the overall timber industry development strategies through private sector involvement to encourage new industry.

## 1.3 Organization Function

The Sarawak Timber Industry Development Corporation functions are as follows:

- Control and co-ordinate the manufacturing standards and trade practices of timber industries.
- Make recommendations to the Government as to the methods and policies to be adopted to facilitate the advancement of existing timber industry.
- Encourage effective utilisation of timber with emphasis on product diversification and quality control.
- Promote and facilitate the development of the timber industry and to assist any person engaged in the production and the marketing of timber products.
- Promote technical advisory services for the purpose of assisting in the development of existing timber industry and in the establishment of new industries.
- Provide training in various aspects of timber industry operation.

## 1.4 Organization mission and vision

- VISION

Spearheading the Advancement of Timber Industry.

- MISSION

We strive to regulate and facilitate the advancement of an innovative timber industry.





## **Chapter 2: Schedule of practical training**

### **2.0 Chapter review:**

For this chapter talks about the schedule of practical training that is update daily throughout the practical training period in the logbook. It is then divided into three parts which are firstly, students are required to summarize the content of the logbook that will be shown in 4.1 then, in 4.2.1 which is the Job Description that describe the types of task or responsibility that the students were exposed to and lastly, 4.1.3 is task executed throughout the training.

### **2.1 Summarization of Log Book**

#### **2.1.2 Week 1**

On the 24<sup>th</sup> of June 2019 I started my practical training at Sarawak Timber Industry Development Corporation (STIDC) and on that day I came to report for duty to the Human Resource Manager, which is Madam Dayang Masmolydiza. She briefly told us the rules of the organization and related safety measures that we must abide to. Other than that, I attended the “Ramah Tamah Aidilfitri” event held at the parking lot and help assist the staff to mend the Mee Jawa station. Besides that, I was asked to assist the staff to bind the report for Quality Presentation. After that, the staff there gave a couple of other tasks to do which were clearing out old records and rearrange the files to its respective sections, assist in editing the slide content as there were minor grammar clauses and after the content of the slides were finalised then it was compiled and bind into hand outs, later to be distributed. Also in this week, I assist the staff on handling procedures and showing the new practical students from Politeknik around the organization. To compile and arrange the documents for internal training program that is to be distributed and deliver the training letter to each respective person.

### **2.1.3 Week 2**

Assist Mr. Khairudin to arrange the Standard Operating Procedures (SOP) file. Distribute the training letters to respective people. Then, assist Madam Rosemini asked me to create a poster for the Information Sharing Program (I-Share). Aside from that, I did arrangements on the internal training record whereby we organize the reports base on the month and yearly basis. Appointed to handle the next (I-Share) Program, Dengue Awareness in which the next I-Share was to invite the speaker from Pejabat Kesihatan Bahagian Kuching and prepare all the documentation that needed for the program. I also did an emceeing job for the i-share program and was appointed to read the news for TV PUSAKA. Designed name tags and as for daily tasks, answered incoming calls and deliver letters.

### **2.1.4 Week 3**

On this week, I was assign to distribute the letters and were to answer incoming calls, afterwards I was asked to assist the staff in calculating the training hours for report purposes. Then I arrange the training module to be photocopy each and file them up. Other than that, attend and emceed for the “lawatan IAB”. After the event is done helped clear the hall by keeping all the equipment back from where we took it. Next, also on this week I attend the STIDC mid-year planning. During this meeting, I get to experience how top level management from each department discussed further on how they want to make improvements for the organization. All ideas, suggestion for improvements was voice out during this meeting. Somewhat the atmosphere was like the show called “The Apprentice”. Moreover, did spring cleaning in the office together with my colleague Aina. We cleaned all the unnecessary documents and piled all the recycle paper.

#### **2.1.4 Week 4**

On this week, me and my colleague was assign to deliver letters to each department regarding external training and quality. Aside from that, we also assist the staff in their task such as help them to make a copy of documents. Furthermore, I was assign to write the emcee scrip for an upcoming i-share program. After I have written all the details in the script, Mr. Khairuddin will look into my writing and make adjustments if needed. In short, I got to know all of the departments in STIDC besides that, my capabilities in writing especially in Bahasa Melayu slowly showing continuous improvements.

Other than that, in the morning I drafted my practical training report. Which still needs to be added the related contents and gather few more relevant information. Aside from that, my colleague and I finalised all the preparation for i-share event which will be held on the 25<sup>th</sup> of June 2019. Moreover, my colleague and I was assign to design a poster for “hadiah latihan dalam perkhidmatan”. We than distribute the task evenly. From this I learn to work together with people and enhanced my creativity in designing posters

#### **2.1.5 Week 5**

As this week main event was the i-share session with the topic “Ceramah Kesedaran denggi”. Both my colleague and I went to through the preparations by making sure all things needed on the day was all set. In was also appointed to be an emcee for the event. After the, event was finished, Madam Lista invited me to the news anchor for TV PUSAKA. She taught me how to deliver the new properly and professionally, as I was still new to this scope of work.

As a reflection, I get to experience something totally out of my comfort zone and to look forward in working with Madam Lista in the future. Previously, me and my colleague was assign with the task to design a poster for 'hadiah latihan dalaman' program and today we presented the finalised design to Mdm. Dayang Masmollydiza for her to choose. She gave her feedback regarding the poster and chose one design as well. Although, there were few amendments that needed to be done as there were insufficient information.

Furthermore, my colleague and I went through a discussion with our supervisor, Madam Masmolydiza regarding further action that will be done for the program. Besides that, we also lean to work in groups efficiently thus enhance my creativity in designing posters. I never thought that I could do such things before as I hardly indulge myself in that area of expertise. In short we were assigned with a new task which is to design the application form and make adjustment toward the chosen design.

#### **2.1.6 Week 6**

For this week, I have attended STIDC monthly assembly held at the Dewan Seminar. During the assembly the ROP management personal gave their speech. My colleague and I assist Madam Siti Khafizah to pack items needed for the blended learning program that will be held on Wednesday on the 31<sup>st</sup> of July 2019. Other tasks involved my colleague and I along with another practical student from the ICT department went to deliver the printer at Riverside Majestic Hotel for the program. Afterwards we head back to the office and assist Madam Lista to read the morning news for TV PUSAKA

### **2.1.7 Week 7**

During this week, I went to Dewan Islam Complex to attend the “Hari Bandaraya Kuching” event in which we had the pleasure of witnessing the beautiful ceremony launched. Later that evening, my colleague and I went to Riverside Majestic Hotel to pick up the printer from Puan Siti Khafizah. Within this week my colleague and I also did a poster for the i-share event for the month of August. Aside from that, I assisted the staff with their task and answered incoming calls and assist in updating the allowance list for July 2019.

### **2.1.8 Week 8**

My colleague and I prepared materials needed for i-share program that will be held in the 14<sup>th</sup> of August 2019. At UAM I went to the studio to deliver the weekly news for TV PUSAKA in assistance with Madam Lista and Dayang Aina. This week also involved me confirming my task which is design a poster for the upcoming i-share program. Other than that my colleague and I assisted Madam Rosemini in preparing the MP for “Kursus Induksi”, that was also to be held during that month. As for my daily tasks, I mostly answered incoming calls. My colleague and I went to the studio and I was appointed to assist Madam Lista to read the news. It was an unforgettable experience and I was introduced to the broadcasting studio environment and it was very new for my colleague and I.

### **2.1.9 Week 9**

For this week, my task was to update the training hours for all the staff by quarterly. Furthermore, Mdm Roseminih taught me and my colleague how to log the training hours using e-solusis which is a system used by the organization to keep track on the training hours for each employees. The challenging part of the task is to calculate each training hour for every staff by each grade. However, my colleague and I manage to fulfil the task. In short, as difficult as it may seem with good teamwork and determination anything is possible.

On the other hand, the next task given to my colleague and I were to help Mdm Shamiza and Mdm Roseminih for their event which us 'taklimat STIDC Ordinance, Regulation and CITES. We assist in the registration and distributed the questionnaire and coupon meals for session 1 & 2. The content of the program was very insightful as we get to learn not just about the ordinance in fact we learnt about the establishment of STIDC and its' role in the timber industry. Besides that, there were also personnel's from the Forestry department that gave a talk on CITES and explained further on endangered species that exists in Sarawak. This was a very educational approach and informative as well to us and everyone that were involved.

### **2.1.11 Week 10**

This week, me and my colleague edited the 'MP' for i-share program that will be held on the 20<sup>th</sup> of August 2019. After that, we distributed the 'MP' to each section together with the poster. Apart from that, we also helped prepared the things needed for the program such as bookings for the venue and equipment's needed. Other than that, we both helped prepared the attendance list for 'Kursus Induksi' which is an introduction about the organization to any new staff members and practical students. What I learn from the job activity is how to organize the task given. Meaning which tasks should be done first depending on its urgency. Moreover, this is a good exposure for the both of us as this can be applied same when we are in the university. Time management and the period of completing a task must not be overlooked but to be monitored and improve continuously thus, outcome that is off quality.

### **2.1.10 Week 11**

On this week me and my colleague, was assign to prepare all the particulars for an upcoming event held internally by the organization. Later, I also worked on the emcee script as I was assign to be the emcee for this event. On the day of the event, my colleague and I did what we normally do when handling events as per instructed by the staffs in charge. In addition, the content of the program was information sharing on what is Daesh and the threat of the terrorist ideology. Personally, like what the speaker said in his speech 'it is not the religion we are against with but the ideology of terrorism must be demolished'. People, should know better not to get involved in this sort of activity and be well educated and aware of the danger it may bring and harm it may bring to the society but most of all the country. Fight terrorism, preserve our culture and together create peace and avoid calamity. What's more, I was also assign to create a questionnaire for the BPK dalaman and luaran using Google Form application. Assist Madam Shamiza to insert all data of the questionnaire into Microsoft Exel. Assist Madam Siti Khafizah and Madam Rose in handling the GETS participant and one practical student from Universiti Malaya who are reporting for duty and prepare all the documentations needed.



## **2.2 Job Description**

Job description means is an informative documentation of the scope, duties, tasks, responsibilities and working conditions related to the job listing in the organization through the process of job analysis. Job Description also details the skills and qualifications that an individual applying for the job needs to possess. It basically gives all the details which might be good for both the company and the applicant so that both parties are on the same page regarding the job posting. Basically, job analysis is divided into two components namely job description and job specification. During my practical training period I was assigned to the Human Resource Planning & Development department under Human Resource Quality Development (HRQD) section. For the HRDQ section specify on the career development of the employees in STIDC. This section is divided into several units which are technical training, non-technical training and quality. The job description for the practical students in this section is as follows;

### **2.2.1 Managing files :**

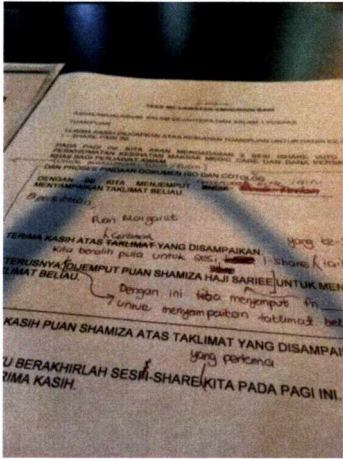
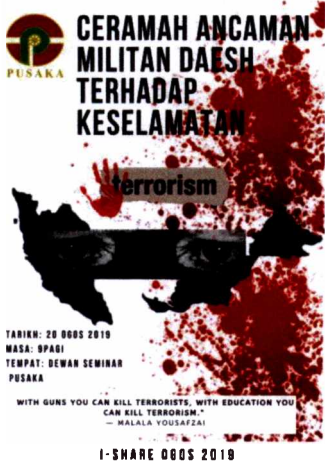
The document is been recorded and it is then to be filed into its respective file. Once the document in the file has reached 100 it is then closed and kept later to be audited. Hence, once closed another opens that is a new file will be open as a continuation of the previous file and it is important that the file must be updated with the terms of each document so that it can be used for further references.

### **2.2.2 Managing events :**

Furthermore, as interns at STIDC I was also exposed in managing the organization programmes. Me and my colleague were taught from A – Z on how manage a programme in terms of booking the hall and equipment, constructing the “*kertas minit*” , writing invitations to outside speakers, bookings for F&B, coupons and souvenirs. Upon completing each of these tasks later we will mark on our checklist as a reminder that is has been managed. Even though, it seems like a lot of work nevertheless the experience of managing an event was worth it and we both learnt the proper way of how it is supposed to be managed hands on.

### 2.2.3 Tasks executed throughout training

These were the tasks done throughout my practical training at STIDC:

Item	Description
 <p>emcee script</p>	<p>I was appointed to be an emcee for several i-share programs during my practical training and I was also taught on how to draft the script and how to present them as well.</p>
 <p>Poster design for ishare program</p>	<p>This is one of the poster design that got chosen for the i-share program that was held on the 20<sup>th</sup> of August 2019. The talk was about the dangers of terrorism.</p>

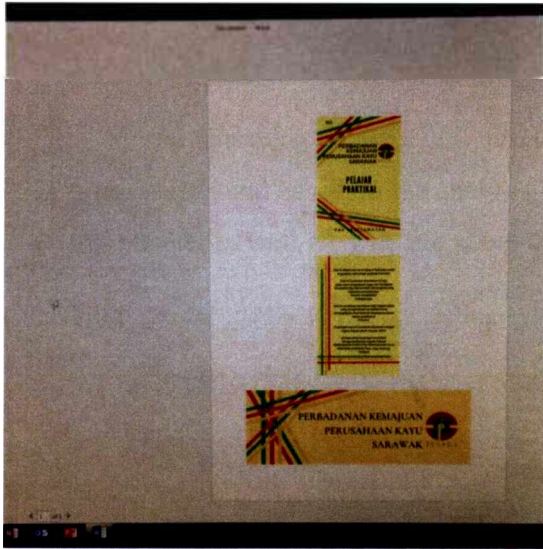


I was also given the opportunity to read the news for TV PUSAKA. It is an internal broadcasting station placed in STIDC for them to stay updated with any internal information.



BPK DALAMAN QR code

I also did a google feedback form for the internal and external training and the practical student feedback from via google form. It is actually quite convenient to have an online feedback form these days as everything is basically done online and we can get immediate feedback from the respondent.



Name tag design and header

This is a design of the practical students name tag and the header the BPK forms via google form. The design was inspired from the PUSAKA logo and the colour scheme was also taken from there.

## **Chapter 3: Recommendation**

### **3.0 Chapter review**

In this chapter, we will discuss about the strengths and weaknesses of the organization and based on the analysis explained in the previous chapter. Besides that, in this chapter as well we will talk about the recommendations for the organization.

### **3.1 STRENGTHS & WEAKNESSES**

#### **3.1.2 STRENGTHS**

An organization greatest success comes from its strength. The strength is what binds the relationship between the organization and its employees as this is important because it is to meet the goals and objective of the organization. Hence, there are certain merits that can be learned by the students through the practical training period here at Sarawak Timber Industry Development Corporation (STIDC) and those strengths are as follows:

#### **3.1.3 Effective communication skills**

Communication is the process of sending and receiving messages through verbal or nonverbal means, this includes speech or oral communication; writing, graphical representations and more (Nordquist.R, 2019). Therefore, communication exists in our daily lives as a tool of information delivery. During my practical training at STIDC, I found out that the staffs here practice effective communication skill. Although, at times there might be slight difficulties because of their different views on certain matter and cultural differences however, such disagreement is managed properly and there is always room for common ground. For example, when receiving tasks from supervisor or managers the instructions were clearly given to the staffs and this helps the execution of the task done accordingly.

### **3.1.4 Workplace diversity coexist**

Workplace diversity refers to the variety of differences between individuals in an organization. Diversity not only includes how individuals identify themselves but also how others perceive them. Diversity within a workplace encompasses race, gender, ethnic groups, age, religion, sexual orientation, citizenship status, military service and mental and physical conditions, as well as other distinct differences between people (Dyson.E, 2019).

From my observation since the workplace at STIDC is filled with people, the differences that each unique person brings to the organization directly affects what takes place within the company. Especially in terms of age diversity, the current workforce covers a wide range of ages representing 5 generations are as follows, The Silent Generation which are born between 1925 and 1945, Baby Boomers born between 1946 and 1964, Generation X born between 1965 and 1980, Generation Y/Millennial born between 1981 and 1995, Generation Z/iGen born 1996 and later (Management Tips, H. R, 2018). In the article it explains a few trends of these generations considered that people are working longer because they are healthier and living longer with that said, the article also talk about the reasons why age diversity is important one of it is age diversity improves in performance (Management Tips, H. R, 2018). Hence, studies also show that productivity in both older and younger workers is higher in organizations with mix-age work teams (Management Tips, H. R, 2018).

Since the workers at STIDC covers from those classifications of age diversity their work performance is also enhanced because with the mix-age work team that exists among them their productivity also increases. In some cases, the older staff can teach the new comers how things are done in the organization and the new comers especially the younger generation are to bring forth new ideas into the organization. Later, exchanging of ideas and knowledge can be gain throughout the process in which has its benefits with the best interest of the organization.

## **3.2 Weaknesses**

Now for this part we will discuss the weaknesses that the students recognise when going through the practical training at STIDC and moreover the recommendations to overcome these weaknesses are included as well. Therefore among those weaknesses that was identify are:

### **3.2.1 Communication block**

Communication block occurs when the situation in which communication with a patient is made difficult because of incongruent verbal and nonverbal messages and messages that contain differences and conflicts (M. Medical Dictionary, 2009). Although STIDC practices good communication skill there are times when communication block arises especially in terms of information delivery. Matters such as information hoarding, miscommunication and others related can be the causes of communication block. To for the organization to overcome these barriers each personnel have to play their part especially when involved in group projects that require full commitment and teamwork.

### **3.2.2 Time management**

Time is a crucial part in our daily lives as the saying goes time waits for no man, based on my observation the staff not all at STIDC seemed quite relaxed and unworried if they ever came late to the office and at times, they do take long breaks in the morning. Despite that, this is an unhealthy example especially towards the practical students. Furthermore, this does raise a question discipline regarding time management towards the staff. In order to overcome this matter the staff should not be too complacent and manage their time at work properly. Because this will greatly affect their performance at work.

#### **4.0 Summary and Conclusion**

In conclusion, the practical training program is proven useful to all parties. Aside from gaining new experiences and office related knowledge, the students are greatly exposed to the working life itself as it is what they will face upon the completion of their studies. Moreover, it is a privilege for me to had my practical training with STIDC because I was able to fully enhance my skills and share ideas and opinions with the staff. I wish them all the best in the future and many more years to come.



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### **2.1.3 Week 2**

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#### **2.1.4 Week 4**

On this week, me and my colleague was assign to deliver letters to each department regarding external training and quality. Aside from that, we also assist the staff in their task such as help them to make a copy of documents. Furthermore, I was assign to write the emcee scrip for an upcoming i-share program. After I have written all the details in the script, Mr. Khairuddin will look into my writing and make adjustments if needed. In short, I got to know all of the departments in STIDC besides that, my capabilities in writing especially in Bahasa Melayu slowly showing continuous improvements.

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#### **2.1.6 Week 6**

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During this week, I went to Dewan Islam Complex to attend the “Hari Bandaraya Kuching” event in which we had the pleasure of witnessing the beautiful ceremony launched. Later that evening, my colleague and I went to Riverside Majestic Hotel to pick up the printer from Puan Siti Khafizah. Within this week my colleague and I also did a poster for the i-share event for the month of August. Aside from that, I assisted the staff with their task and answered incoming calls and assist in updating the allowance list for July 2019.

### **2.1.8 Week 8**

My colleague and I prepared materials needed for i-share program that will be held in the 14<sup>th</sup> of August 2019. At UAM I went to the studio to deliver the weekly news for TV PUSAKA in assistance with Madam Lista and Dayang Aina. This week also involved me confirming my task which is design a poster for the upcoming i-share program. Other than that my colleague and I assisted Madam Rosemini in preparing the MP for “Kursus Induksi”, that was also to be held during that month. As for my daily tasks, I mostly answered incoming calls. My colleague and I went to the studio and I was appointed to assist Madam Lista to read the news. It was an unforgettable experience and I was introduced to the broadcasting studio environment and it was very new for my colleague and I.

### **2.1.9 Week 9**

For this week, my task was to update the training hours for all the staff by quarterly. Furthermore, Mdm Roseminih taught me and my colleague how to log the training hours using e-solusis which is a system used by the organization to keep track on the training hours for each employees. The challenging part of the task is to calculate each training hour for every staff by each grade. However, my colleague and I manage to fulfil the task. In short, as difficult as it may seem with good teamwork and determination anything is possible.

On the other hand, the next task given to my colleague and I were to help Mdm Shamiza and Mdm Roseminih for their event which us 'taklimat STIDC Ordinance, Regulation and CITES. We assist in the registration and distributed the questionnaire and coupon meals for session 1 & 2. The content of the program was very insightful as we get to learn not just about the ordinance in fact we learnt about the establishment of STIDC and its' role in the timber industry. Besides that, there were also personnel's from the Forestry department that gave a talk on CITES and explained further on endangered species that exists in Sarawak. This was a very educational approach and informative as well to us and everyone that were involved.

### **2.1.11 Week 10**

This week, me and my colleague edited the 'MP' for i-share program that will be held on the 20<sup>th</sup> of August 2019. After that, we distributed the 'MP' to each section together with the poster. Apart from that, we also helped prepared the things needed for the program such as bookings for the venue and equipment's needed. Other than that, we both helped prepared the attendance list for 'Kursus Induksi' which is an introduction about the organization to any new staff members and practical students. What I learn from the job activity is how to organize the task given. Meaning which tasks should be done first depending on its urgency. Moreover, this is a good exposure for the both of us as this can be applied same when we are in the university. Time management and the period of completing a task must not be overlooked but to be monitored and improve continuously thus, outcome that is off quality.

### **2.1.10 Week 11**

On this week me and my colleague, was assign to prepare all the particulars for an upcoming event held internally by the organization. Later, I also worked on the emcee script as I was assign to be the emcee for this event. On the day of the event, my colleague and I did what we normally do when handling events as per instructed by the staffs in charge. In addition, the content of the program was information sharing on what is Daesh and the threat of the terrorist ideology. Personally, like what the speaker said in his speech 'it is not the religion we are against with but the ideology of terrorism must be demolished'. People, should know better not to get involved in this sort of activity and be well educated and aware of the danger it may bring and harm it may bring to the society but most of all the country. Fight terrorism, preserve our culture and together create peace and avoid calamity. What's more, I was also assign to create a questionnaire for the BPK dalaman and luaran using Google Form application. Assist Madam Shamiza to insert all data of the questionnaire into Microsoft Exel. Assist Madam Siti Khafizah and Madam Rose in handling the GETS participant and one practical student from Universiti Malaya who are reporting for duty and prepare all the documentations needed.

## **2.2 Job Description**

Job description means is an informative documentation of the scope, duties, tasks, responsibilities and working conditions related to the job listing in the organization through the process of job analysis. Job Description also details the skills and qualifications that an individual applying for the job needs to possess. It basically gives all the details which might be good for both the company and the applicant so that both parties are on the same page regarding the job posting. Basically, job analysis is divided into two components namely job description and job specification. During my practical training period I was assigned to the Human Resource Planning & Development department under Human Resource Quality Development (HRQD) section. For the HRDQ section specify on the career development of the employees in STIDC. This section is divided into several units which are technical training, non-technical training and quality. The job description for the practical students in this section is as follows;

### **2.2.1 Managing files :**

The document is been recorded and it is then to be filed into its respective file. Once the document in the file has reached 100 it is then closed and kept later to be audited. Hence, once closed another opens that is a new file will be open as a continuation of the previous file and it is important that the file must be updated with the terms of each document so that it can be used for further references.

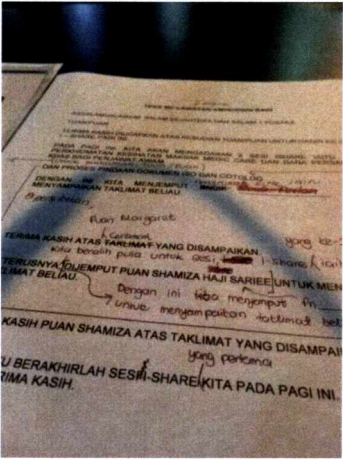
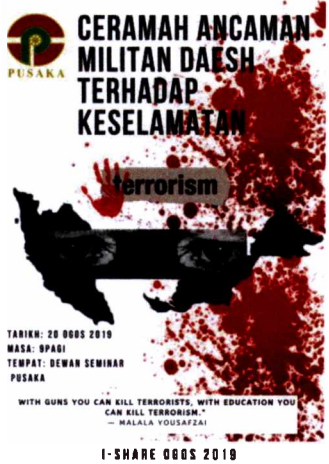
### **2.2.2 Managing events :**

Furthermore, as interns at STIDC I was also exposed in managing the organization programmes. Me and my colleague were taught from A – Z on how manage a programme in terms of booking the hall and equipment, constructing the “*kertas minit*” , writing invitations to outside speakers, bookings for F&B, coupons and souvenirs. Upon completing each of these tasks later we will mark on our checklist as a reminder that is has been managed. Even though, it seems like a lot of work nevertheless the experience of managing an event was worth it and we both learnt the proper way of how it is supposed to be managed hands on.



### 2.2.3 Tasks executed throughout training

These were the tasks done throughout my practical training at STIDC:

Item	Description
 <p data-bbox="308 953 471 986">emcee script</p>	<p data-bbox="743 659 1359 802">I was appointed to be an emcee for several i-share programs during my practical training and I was also taught on how to draft the script and how to present them as well.</p>
 <p data-bbox="182 1543 598 1577">Poster design for ishare program</p>	<p data-bbox="739 1311 1354 1455">This is one of the poster design that got chosen for the i-share program that was held on the 20<sup>th</sup> of August 2019. The talk was about the dangers of terrorism.</p>

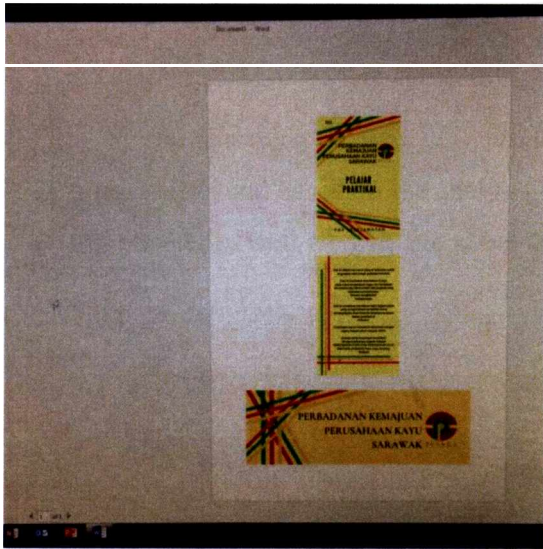


I was also given the opportunity to read the news for TV PUSAKA. It is an internal broadcasting station placed in STIDC for them to stay updated with any internal information.



BPK DALAMAN QR code

I also did a google feedback form for the internal and external training and the practical student feedback from via google form. It is actually quite convenient to have an online feedback form these days as everything is basically done online and we can get immediate feedback from the respondent.



Name tag design and header

This is a design of the practical students name tag and the header the BPK forms via google form. The design was inspired from the PUSAKA logo and the colour scheme was also taken from there.

## **Chapter 3: Recommendation**

### **3.0 Chapter review**

In this chapter, we will discuss about the strengths and weaknesses of the organization and based on the analysis explained in the previous chapter. Besides that, in this chapter as well we will talk about the recommendations for the organization.

### **3.1 STRENGTHS & WEAKNESSES**

#### **3.1.2 STRENGTHS**

An organization greatest success comes from its strength. The strength is what binds the relationship between the organization and its employees as this is important because it is to meet the goals and objective of the organization. Hence, there are certain merits that can be learned by the students through the practical training period here at Sarawak Timber Industry Development Corporation (STIDC) and those strengths are as follows:

#### **3.1.3 Effective communication skills**

Communication is the process of sending and receiving messages through verbal or nonverbal means, this includes speech or oral communication; writing, graphical representations and more (Nordquist.R, 2019). Therefore, communication exists in our daily lives as a tool of information delivery. During my practical training at STIDC, I found out that the staffs here practice effective communication skill. Although, at times there might be slight difficulties because of their different views on certain matter and cultural differences however, such disagreement is managed properly and there is always room for common ground. For example, when receiving tasks from supervisor or managers the instructions were clearly given to the staffs and this helps the execution of the task done accordingly.

### **3.1.4 Workplace diversity coexist**

Workplace diversity refers to the variety of differences between individuals in an organization. Diversity not only includes how individuals identify themselves but also how others perceive them. Diversity within a workplace encompasses race, gender, ethnic groups, age, religion, sexual orientation, citizenship status, military service and mental and physical conditions, as well as other distinct differences between people (Dyson.E, 2019).

From my observation since the workplace at STIDC is filled with people, the differences that each unique person brings to the organization directly affects what takes place within the company. Especially in terms of age diversity, the current workforce covers a wide range of ages representing 5 generations are as follows, The Silent Generation which are born between 1925 and 1945, Baby Boomers born between 1946 and 1964, Generation X born between 1965 and 1980, Generation Y/Millennial born between 1981 and 1995, Generation Z/iGen born 1996 and later (Management Tips, H. R, 2018). In the article it explains a few trends of these generations considered that people are working longer because they are healthier and living longer with that said, the article also talk about the reasons why age diversity is important one of it is age diversity improves in performance (Management Tips, H. R, 2018). Hence, studies also show that productivity in both older and younger workers is higher in organizations with mix-age work teams (Management Tips, H. R, 2018).

Since the workers at STIDC covers from those classifications of age diversity their work performance is also enhanced because with the mix-age work team that exists among them their productivity also increases. In some cases, the older staff can teach the new comers how things are done in the organization and the new comers especially the younger generation are to bring forth new ideas into the organization. Later, exchanging of ideas and knowledge can be gain throughout the process in which has its benefits with the best interest of the organization.

## **3.2 Weaknesses**

Now for this part we will discuss the weaknesses that the students recognise when going through the practical training at STIDC and moreover the recommendations to overcome these weaknesses are included as well. Therefore among those weaknesses that was identify are:

### **3.2.1 Communication block**

Communication block occurs when the situation in which communication with a patient is made difficult because of incongruent verbal and nonverbal messages and messages that contain differences and conflicts (M. Medical Dictionary, 2009). Although STIDC practices good communication skill there are times when communication block arises especially in terms of information delivery. Matters such as information hoarding, miscommunication and others related can be the causes of communication block. To for the organization to overcome these barriers each personnel have to play their part especially when involved in group projects that require full commitment and teamwork.

### **3.2.2 Time management**

Time is a crucial part in our daily lives as the saying goes time waits for no man, based on my observation the staff not all at STIDC seemed quite relaxed and unworried if they ever came late to the office and at times, they do take long breaks in the morning. Despite that, this is an unhealthy example especially towards the practical students. Furthermore, this does raise a question discipline regarding time management towards the staff. In order to overcome this matter the staff should not be too complacent and manage their time at work properly. Because this will greatly affect their performance at work.

#### **4.0 Summary and Conclusion**

In conclusion, the practical training program is proven useful to all parties. Aside from gaining new experiences and office related knowledge, the students are greatly exposed to the working life itself as it is what they will face upon the completion of their studies. Moreover, it is a privilege for me to had my practical training with STIDC because I was able to fully enhance my skills and share ideas and opinions with the staff. I wish them all the best in the future and many more years to come.

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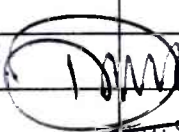
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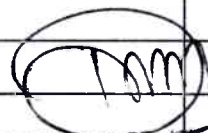
From <https://www.sarawaktimber.gov.my/page-0-91-69-STIDC-s-Background.html>



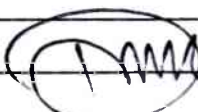
# APENDICES

Date	Exact Nature Of Work Done	Supervisors Remarks
24/06/19	<ul style="list-style-type: none"> <li>→ Reporting for duty @ HRDQ department</li> </ul>	
	<ul style="list-style-type: none"> <li>→ Arrange divider according to the respective criteria</li> </ul>	
	<ul style="list-style-type: none"> <li>→ Learned how to use the fax machine</li> <li>→ attend the games night event</li> </ul>	
25/06	<ul style="list-style-type: none"> <li>→ Attend the assembly which the organization held once a month.</li> </ul>	
	<ul style="list-style-type: none"> <li>→ did attendance list/reg list for the organization's programmes</li> </ul>	
26/06	<ul style="list-style-type: none"> <li>→ clearing out old records and rearrange the files to its respective sections</li> </ul>	
	<ul style="list-style-type: none"> <li>→ assist in editing the slide content as there were minor grammar clauses.</li> </ul>	
	<ul style="list-style-type: none"> <li>→ after the content of the slides were finalised then it was compiled and <del>bind</del> binded into handouts, to be distributed.</li> </ul>	<p style="text-align: center;">   DAYANG MASMOLYDIZA B. H. A.B.G. DAWL  PENCAPUS PERANCANGAN &amp; PEMBANGUNAN SUMBER MANUSIA (HRPD)  STIDC (PUSAKA) </p>

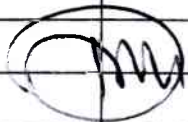
Date	Exact Nature Of Work Done	Supervisors Remarks
26/06	→ learned about the e-sows- <del>thead</del> which is a type of software that the <del>so</del> organization uses	
27/06/19	→ Did report for practical training (constructing the draft)  → assist in scanning related documents.	
28/06/19	→ assisting the staff in <del>the</del> fill up the service order particulars.	




DAYANG MASMOLYDIZA B. M. ABG. DAWI  
 PENGURUS PERANCANGAN & PEMBANGUNAN SUMBER MANUSIA (HRPD)  
 STIDC (PUSAKA)

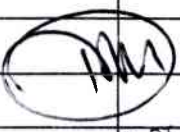
Date	Exact Nature Of Work Done	Supervisors Remarks
11/07	→ help in printing and organizing the modules for organization training program	
	→ Arrange the intern's particulars in their respective files.	
22/07	→ did arrangements on the 'laporan record tahunan deklaman' where by we organize the reports based on month and yearly basis.	
	→ <del>did</del> edit the power point for the organization's activity <del>thru</del> throughout the year.	
03/07	→ (Brushing up his one)	
	→ did labels for the files then arrange each file in the <del>report</del> file cabinet	
	→ arrange the training feedback form in its respective file	
	 DAYANG MASMOLYDIZA BT. HJ. ABG. DAW PENGURUS PERANCANGAN & PEMBANGUNAN SUMBER MANUSIA (HRPT) STIDC (PUSAKA)	

Date	Exact Nature Of Work Done	Supervisors Remarks
4/07	→ distribute tetras to	
	related personnel	
	→ answer incoming calls	
05/07	→ calculating training	
	hours list	
08/07	→ arrange training module	
	and photostake each	
	copy and file them up.	
09/07	→ Cont.. of arranging the	
	SOP by adding	
	table of content for	
	each <del>and</del> segment/module	
	→ Fax letters	
	→ Design poster for i-share	
10/07	→ Distribute letters	
	→ Drafted Attendance List	
	for August training program	
	→ Fax letter	
	→ Del <del>de</del> poster display	
	for i-share July 2019	

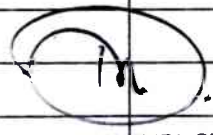


DAYANG MASMOLYDIZA BT. HJ. ABG. DAW  
 PENGURUS PERANCANGAN & PEMANAJAN SUMBER MANUSIA (HRPC)  
 STIDC (PUSAKA)

Date	Exact Nature Of Work Done	Supervisors Remarks
11/07	<ul style="list-style-type: none"> <li>→ Distribute posters</li> <li>→ " letter</li> <li>→ create an invitation letter for PKBK (Pejabat Kesetiaan Bhan Keri) for <del>Change</del> <del>talk</del> awareness</li> <li>→ create an MP (unit pencalonan)</li> </ul>	
12/07	<ul style="list-style-type: none"> <li>→ Create the poster for dengue awareness talk</li> <li>→ As for daily task, answered incoming calls and assisting the staff in <del>the</del> delegating their duties.</li> </ul>	
15/07	<ul style="list-style-type: none"> <li>→ Prepare things for the retreat</li> <li><sup>help</sup> → arrange the door op'ts</li> <li>→ assist with Rosemari in handling the letters, attendance list</li> <li>→ called the participants for their confirmation in attending the Dengue Talk</li> </ul>	<div style="text-align: center;">  <p>DAYANG MASMOLYDIZA BT. HJ. ABG. DAW  PENGURUS PERANCANGAN &amp; PEMBANGUNAN SUMBER MANUSIA (RPD)  STIDC (PUSAKA)</p> </div>

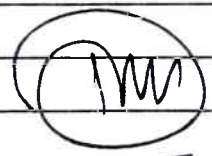
Date	Exact Nature Of Work Done <i>the staff is handle</i>	Supervisors Remarks
16/07	→ assisting the Lawren IAB	
	→ Appointed to be the emcee for the Lawren Penandaan program.	
	→ After the event is done assist in clearing the hall (keep all the equipments)	
	→ Attended the <del>one</del> and year Strategic planning of STIDC.	
17/07	→ Did spring cleaning in the office together with my colleague Enel. We cleared all the unnecessary documents and putted all the recycle paper in one place.  → Daily test answering the incoming calls.	
19/07	→ attended i-share session regarding 'Tablimat Skim Pertukaran Mabsae Meeli come & Bonei Persaraan Khaw Bayf-Perjawat Awam. & Process Pinilaian Dokumen & ISO.	


DAYANG MASMOLYDIZA BT. HJ. ABG. DAV.  
 PENGURUS PERANCANGAN & PEMBANGUNAN SUMBER MANUSIA (HRPD)  
 STIDC (PUSAKA)


Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>→ <del>See</del> Appointed to be an emcee for the whole program.</p>	
	<p>→ Assist the staff in handling the program.</p>	
	<p><u>Surf</u></p> <p>I suggest after each task given to you or you attended any prog, pls indicate what are the learnings that you have gained. I want to see there is learning then out of practical thing. The</p>	
	<p style="text-align: right;">             DAYANG MASMOLYDIZA BT. HJ. ABG. DAW            PENGURUS PERANCANGAN &amp; PEMBANGUNAN SUMBER MANUSIA (PRPD)            STIDC (PUSAKA)         </p>	





Date	Exact Nature Of Work Done	Supervisors Remarks
14/07	<p>In the morning I drafted my practical report. which still needs to be added notable contents and gather more relevant information.</p> <p>Aside from that, my colleague and I <del>did</del> finalised all the preparations for the i-shone event which will be held on the 25th July '19.</p> <p>Besides that, my colleague and I was assign to design a poster for 'keadilan lahiran dalam perkembangan'. <del>the</del> both we then distribute the task again evenly. From this I learn to work together with people and enhance my creativity in designing posters.</p>	
25/07	<p>Today's main event was the i-shone session with the topic 'Ceramah Kesedaran Seneggi'.</p> <p>Both my colleague and I <del>did the</del> went through the preparations <del>from</del> by making sure all things needed on the day was all set. Furthermore, I was also appointed to be an emcee for the event.</p> <p><del>After the event</del> After the event was finished, Melm. Lister invited me to be <del>the</del> the</p>	 <p>DAYANG MASMOLYDIZA BT. HJ. ABG. DAW  PENGURUS PERANCANGAN &amp; PEMBANGUNAN SUMBER MANUSIA (HRPD)  STID 977/2019</p>

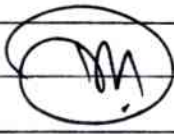
Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>news anchor for TV PUSAKA.            She taught me how to deliver            the news properly and professionally,            as I was <del>very</del> <sup>still</sup> new to <del>the</del> this            scope of work. As a reflection,            I get to experience something            totally out of my comfort zone            and to look forward in            working with Melm. Lisa in            the future.</p>	
06/07	<p>Previously, me and my colleague            was assign with the task to            design a poster for 'kechik            lahir dalam program' and today            we presented the finalized design            to Melm. Masmolydiza for her to            check. She gave <del>to</del> her feedback            regarding the poster and checked            our design as well. Although,            there are few amendments needs            to be done as there were            insufficient information. Furthermore,            my colleague &amp; I went through            a discussion with Melm. Masmoly-            diza regarding further action            that will be done for the            program. Besides that, we            also learnt to work in groups            efficiently, thus, enhance my            creativity in poster designing.            I never thought I could do            such things before as I have</p>	<div data-bbox="1164 1791 1360 1924" style="text-align: center;">  </div> <p style="text-align: right; font-size: small;">             MASMOLYDIZA BT. HJ. ABD. DAW              PENGURUS PERANCANGAN &amp; PEMBANGUNAN SUMBER MANUSIA (HRPD)              STIC (PUSAKA) 12/1           </p>

Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>not involve myself in the area. In short, we were assign with a new task which is to design the application form and make adjustments towards the chosen design.</p>	
29/07/19	<p>For today I have attended the monthly assembly which STDC held at the Dewan Seminar. During the assembly, the top management personnel gave their speech. Afterwards, besides that, my colleague and I assist Mdun. Sir Khazim to procure items needed for the blended learning program that will be held on Wednesday that is dated <del>for</del> 31 of July 2019.</p>	
31/07/19	<p>Today my colleague, and another practical student from the ICT department and I went to <del>delivered</del> deliver the printer @ Riverside Meysha Hotel for the blended learning program this morning. After words, we went back to the office and at 11AM I went <del>was</del> assisted Mdun. Lisa to record the morning news for TV PUSAKA.</p>	<p style="text-align: center;"></p> <p>DAYANG MASMOLYZA ET. P.  <small>STDC (PUSAKA)</small></p>

Date	Exact Nature Of Work Done	Supervisors Remarks
01/08/19	<p>In the morning, i went to Complex Dewen Iselem to attend the 'Har Berelora, Kuching' event. Which we witness the ceremony live. Later that evening, me and my college went to Pénorsich Kuysho Hotel to pick up the printer from Puan Siti Kuysho in which <del>the</del> it was used for the 'Blended learning program' <del>of</del></p>	
02/08/19	<p>Today, me and my college did a poster for the i-stone event in the month of August. Aside from that, assisted the staff with their task and answered any incoming calls. Furthermore, assisted Aina in updating the allowance list for July '19.</p>	
05/08/19	<p>Today we and my college prepared the partitions that is need for an i-stone program that will be held on the 14<sup>th</sup> August 2019. At UAM i went to the studio to deliver the weekly news for TV Pusaka together assisted by Nelda Lisa and Dya Aina.</p>	<p style="text-align: center;">(10M)</p> <p style="text-align: right;">POLYDIZA BT. HJ. ABG. DAWI  PEMANGGUS PERANCANGAN &amp; PEMBANGUNAN SUMBER MANUSIA (TR-PPD)  STIDC (PUSAKA)</p>

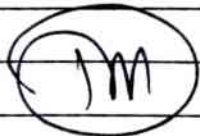


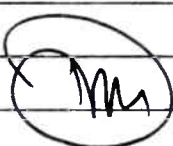


Date	Exact Nature Of Work Done	Supervisors Remarks
12/08/19	Hari Raya Aidiladha	
13/08/19	<p>Updating the training hours for all the staff by quarterly. Porthanone, Melin Rose taught me <del>how</del> and my colleague how to log the training hours using e-solusi which is a system that is used by the organization. The challenging part of the task is to calculate each <del>training</del> training hour for every staff by each grade. However my colleague and I manage to fulfill the task. In short, as difficult as the task may seem with good teamwork and determination anything is possible.</p>	
4/08/19	<p>Today, my colleague and I helped Melin Shaminza &amp; Melin Rose <del>to</del> for their event which is 'talkshow STIDC ordinance regulation and CITES'. We assist in the registration and distributed the questionnaire and coupon meals for session 1 &amp; 2. The content of the program was very insightful as we get to learn <del>is</del> not just about the ordinance in fact, learnt about the establishment of STIDC.</p>	

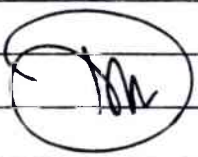
DAYANG MASHIHA BINTI HJ. ABG. DAVI  
 PENGURUS PERKHIDMATAN KESEKUTUAN SILVER MANUSA (HRPD)  
 STIDC (PUSAT)

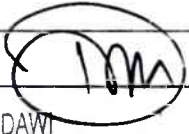


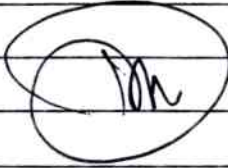
Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>and its purpose <del>to</del> in the timber industry. Besides that, there were also personnel from the Forestry department that gave a lecture on LITES and explained further on endangered <del>species</del> species. This was a very educational and informative sharing of information session to us and everyone that is involved.</p>	
15/08/19	<p>This day we and my colleague edited the 'MP' for an i-scheme program that will be held on the 20th of August 2019. After that, we distributed the MP to each section together with the poster. Apart from that, we also <del>prepared</del> helped prepared <del>all</del> the things needed for the program such as booklets for the venue and equipments needed. Besides that, we both helped prepared the attendance list for 'Kursus Induksi' which is an introduction for the new staff and interns regarding the organization. What I learn from today's work activity is how to organise the task given. Meaning, <del>how to</del> which tasks should be done</p>	 <p>DAYANG MASMOLYDIZA BT. HJ. PUS. BAWI PENGURUS PERANCANGAN &amp; PEMANGUNAN SUMBER MANUSIA (PRPD) STIDC (PUSAKA)</p>

Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>first depending on its urgency. Moreover, this is a general exposure for the both of us as this can be applied some when we are in university when there is a deadline for the task given earlier. Time management and the period of completing a task must not be overlooked but to be maintained &amp; improve from time to time thus, providing work that is of quality.</p>	
9/08/19	<p>Today, me and my colleague was assign to prepare all the particulars &amp; items for the upcoming i-shere program and the 'Induksi' program. Later, I also wrote the emcee script for the program. As for daily task, my colleague and I helped assist the staff in their duties.</p>	
10/08/19	<p>Attended the i-shere program titled 'Ancaman Rukhan Daesh &amp; Pengawasan Bangunan'. Also, I was appointed to be the emcee for the i-shere program. The content of this program is very informative and I get to learn about</p>	

DARANG MASMOLYDIZA BT. HJ. ABG. DAWI  
 PENCIPTA PERANCANGAN & PEMBANGUNAN SUMBER MANUSIA (PMM)  
 STIDC (PUSAKA)

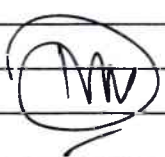
Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>what is Daesh and the threat of the <del>community</del> terrorist ideology. Personally, like what the speaker said 'it is not the religion we are against with but the ideology of terrorism must be demelish'. People should know better not to get involved in this sort of activity and be well educated and aware of the danger or harm it may bring to the society and country. Fight terrorism, preserve our culture and together we <del>create</del> <del>here</del> <del>prese</del> create peace and discard calamity.</p>	
21/08 - 23/08/19	<p>On this day i attended the 'Kursus Inklusi' together with the other interns and newly appointed staff @ STDC. During the 'inklusi' we were brief about the organization vision, mission, its objective and structure of the organization. Therefore, each <del>set</del> section gave their introductory presentation explaining on each of their function in the organization. This 'kursus inklusi' was held for 3 day aside from listening to their presentation we were also given <del>test</del> a <del>test</del> <del>which</del> pre- and post test which is to test our understanding about</p>	 13/9

Date	Exact Nature Of Work Done	Supervisors Remarks
	<p>the organization. In conclusion, it is very important for the new staff and interns to recognize and understand more on the organization. <del>Because</del> <del>Other than</del>, This kind of introductory is very helpful and above all useful to the new staff and interns.</p>	
26/08/19	<p>My colleague and I helped Melm. Rose in drafting the interns <del>to</del> allowance paper work and its supporting documents as to be handed later to the accounts department. Besides that, <del>we</del> as for daily task was answering incoming calls and <del>of</del> delivery letters to the needed sections.</p>	
27/08/19	<p>The task done on this day were me and my colleague helped <del>the</del> the staff in performing their daily tasks such as <del>filling</del> filing documents, <del>delivering</del> deliver letters and drafting documents. Apart from that my colleague and I also updated the list for interns application for next years intake.</p>	<p style="text-align: center;">             13/9         </p>

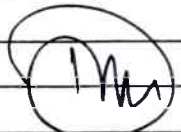
Date	Exact Nature Of Work Done	Supervisors Remarks
28/08	CUTI (DAFTAR KOLEJ)	
29/08/19	<p>Today, me and my colleague helped assist the staff in performing their task such as delivering letter, filing and answering in <del>coming</del> coming calls. Besides that, i updated my log book and made adjustments to my practical report.</p>	
03/09/19	<p>On this day, i did i arrange the related documents regarding the new intern that just reported for duty today. Pn. Siti asked me to file the new intern's <del>document</del> documentation in the respective file. Besides that, i also did updates on <del>to update</del> the practical student's information for the new commee, as her details is to be added in the system. Later, i accompanied Huzifah Hazimin to read the news at 'studio PUSAKA' i helped heret the we cards as she reads through the news. Furthermore, as for daily work was to deliver letters and answering incoming calls.</p>	

DAYANG MASMOLYDIZA BT. HJ. ABG. DAWA  
 PENGURUS PERANCANGAN & PEMBANGUNAN SUMBER MANUSIA (HRPD)  
 STIDC (PUSAKA)

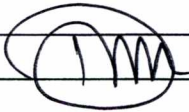


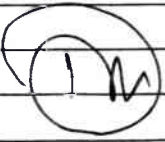
Date	Exact Nature Of Work Done	Supervisors Remarks
05/09/19	<p>As for Boeleng Pr. Siti Khafizah assigned me to do a google feedback form for in-house and external training. This is because using the traditional method which is giving out feedback form to the participants can be quite a hassle. In addition to that, the use of an online feedback form can ease the process together it can produce the data after the participants have completed the online form. Which later can be used for report purposes. Besides that, i also get to design the header for the online feedback form which the design was based on the PUSAKA Logo. In conclusion, i learned a new thing to do today that is how to construct <del>an online</del> google form and upon knowing <del>and</del> learning <del>how to</del> to do that i might be able to use the same method for my thesis surely later on.</p>	

DAYANG MASMOLYDIZA BT. HJ. AEG DAWI  
 PENGURUS PERANCANGAN & PEMBANGUNAN SUMBER MANUSIA (PUSAKA)  
 STIDC (PUSAKA)

Date	Exact Nature Of Work Done	Supervisors Remarks
06/09/19	<p>Today, i assisted Mdu. Shemiza that is to help her extract the data from the feedback form for the 'STDC Repelehan &amp; Ordinance' program. To do that i fill up the participant's responses in Microsoft Word &amp; Excel. However, i find that by using this method the process is very time consuming but we will still produce the data needed. Despite that i get to explore the functions and command that is used in Microsoft Excel. Although technology is ever changing it is crucial that we update our knowledge in uses of technology especially in performing our task.</p>	
		
		<p>DAYANG MASMOLYDIZA BT. M.J. ABG. D.  PENGURUS PERANCANGAN &amp; PEMBANGUNAN STILBER KAWASAN PER-  STDC (PUSAKA)</p>



Date	Exact Nature Of Work Done	Supervisors Remarks
7/09	CUTI	
9/09/19		
10/09/19	<p>Today i assisted Melan Sih &amp; Melan Rose to attend the new practical student &amp; 2 other <del>two</del> persons from GETS. They came to report for duty. Therefore, i helped prepared the related documents for them together updating the current document that is to include their details <del>as well</del> to the content.</p> <p>Previously, STIDC <del>did</del> took part in the program where by they accept these fresh-grad to work at the organization <del>for</del> for a certain period of time. Now the program name 'Graduate Enhancement Training Sarawak' (GETS). Because of that i helped designed the new recruiters form <del>for</del> for them to fill up their information <del>to</del> later to be recorded.</p>	
		
		13/9

Date	Exact Nature Of Work Done	Supervisors Remarks
11/09/19	<p>For today i assisted Melni. Sri Kheftzah for managing the GETS participants. Other than that, i helped prepared and file the <del>the</del> related document to be arranged accordingly, <del>in</del> the and i also <del>is</del> made adjustments to the attendance list so that it be best fitted for the <del>get</del> GETS participants to use. Moreover, i finalized the contents for the 'BPK - Dalam' &amp; 'BPK - Luar' google form and did the QR code for each form. This can be use later to distribute the feedback form via online google form. I consider the process of performing this task very useful and i had gained new knowledge throughout the process. Furthermore, i realised that we could learn a lot from the internet if you know what you are searching for, by typing the right keywords on the search engine. Most people would consider that <del>that</del> technology can sometimes be hard to adapt since it is ever changing. But what they lack here is the true purpose of why it is being created that is</p>	 13/9

