

**INDUSTRIAL TRAINING  
FINAL REPORT GUIDELINES**

**INTRODUCTION**

This Guideline for Final Report of Industrial Training has been prepared by the Industrial Training Coordinator of Faculty of Business, Universiti Selangor (Unisel) to help students to prepare their industrial training report. Degree students are required to prepare **PART A (General report)** and **PART B (Study report)** while Diploma students are only required to do **PART A (General report)**. Students are required to discuss and get approval from his/her Industrial Supervisor on the topic chosen.

**FORMATING**

Type and size of font	: Times New Roman, 12, Justify, double spacing; OR Arial, 12, Justify, double spacing
Language	: English
Size of paper	: A4
Cover page	: Please refer Attachment 1
Content of report	: Please refer Attachment 2
Total number of pages	: Part A – (20 pages-30 pages) Part A and Part B (40 pages- 50 pages)
Submission	: Ring Binding (Black) and plastic cover on the front and last page, front page must be white color.

**PART A - GENERAL REPORT**

<p><b>1.0 INTRODUCTION</b></p> <ul style="list-style-type: none"> <li>• Placement Department</li> <li>• Training objective</li> <li>• Issues to be handled</li> <li>• Types of assignment to be submitted</li> </ul> <p><b>2.0 ORGANIZATION BACKGROUND</b></p> <ul style="list-style-type: none"> <li>• History of establishment</li> <li>• Vision, mission and objective of organization</li> <li>• Core activities of company</li> </ul> <p><b>3.0 ORGANIZATION STRUCTURE</b></p> <ul style="list-style-type: none"> <li>• Organization Chart</li> <li>• Task and responsibility of department</li> </ul>	<p><b>4.0 GENERAL OPERATION</b></p> <ul style="list-style-type: none"> <li>• Organization's general activities</li> </ul> <p><b>5.0 ACTIVITY DURING TRAINING</b></p> <ul style="list-style-type: none"> <li>• List of tasks/responsibilities</li> <li>• Experience or knowledge acquired</li> </ul> <p><b>6.0 COMMENT OR RECOMMENDATION</b></p> <ul style="list-style-type: none"> <li>• Is the training place relevant in relation to your current or future course requirement?</li> <li>• Recommendation of how organization can improve its operations and effectiveness (where appropriate).</li> </ul> <p><b>7.0 CONCLUSION</b></p> <ul style="list-style-type: none"> <li>• Outcome or result of training towards yourself and knowledge</li> <li>• Does the training achieve its objective?</li> </ul>
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# Industrial Training Final Report Guidelines

**Annelies Wilder-Smith**



## **Industrial Training Final Report Guidelines:**

## **Industrial Training Final Report Guidelines** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the energy of words has be evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Industrial Training Final Report Guidelines**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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