

Student Name :

ID :

Student E-mail :



Handphone No: :

INDUSTRIAL TRAINING FINAL REPORT

Organization Name :

Address : JULAI 2026

Supervisor Name :

Telephone No. :

ABSTRACT

This section may contain the details of the company, summary of the training, experience gained, and acknowledgement. The information must be provided in one paragraph.

This report document presents a summary of activities that involved in during an internship at xxxxxxxxxxxx from xxxxxx to xxxxx. This ABC Sdn Bhd is a company that specializes in electrical xxxxxxxxxxxx. I was placed at xxxxx Department xxxx under the supervision of XXXXXX as an industrial supervisor. During my internship, I learnt how to

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This section must contain the listing of chapters, titles, sub-titles and the page numbers including the details of Appendix if any.

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1. OBJECTIVES

1.1 Objectives Of Report

The objectives for this report are:

1.1.1 To state xxxxxxxxx

1.1.2 To provide xxxxxxxxx

1.2 Objective Of Industrial Training

The objectives for industrial training are:

1.2.1 To expose xxxxxxxxx

1.2.2 To be able to xxxxxxxx

2. COMPANY PROFILES

This section contains the the details of activities undertaken by the company, number of persons employed, future business strategies, organizational details, duties, responsibilities, details of your supervisor, etc

COMPANY PROFILES

2.1 Background Information of the Company

2.2 Organization chart

2.3 Details of Industrial Supervisor

2.1 Background Information of the Company

2.1.1 Company Logo, Name and Address

Put the company logo, name and the location address.

2.1.2 Company Business Nature

Describe the nature of business describes what the company offers to its clients and the industry

2.1.3 Number of Persons Employed

State the number of employees at the company

2.1.4 Future Business Strategies

The company future plan for example in 10 years or at 2025

2.2 Organization chart

Put the Organization Chart of the company

2.3 Details of Industrial Supervisor

Give the information details of your Industrial Supervisor such as, full name, designation, email address, phone number, etc.

2.1.7 Details of Supervisor

Give the information details of your Industrial Supervisor such as, full name, designation, email address, phone number, etc.

2.1.8 Company Mission and Vision

State the Mission and Vision of the company.

2.1.9 Organization Chart

3. OVERVIEW OF THE TRAINING

3.1 Describe the duties and tasks assigned

Refer to the duties and tasks of the particular company roles for example Customer service and sales are responsible to lead a team of sales associates and provide quality customer service.

3.2 The explanation must follow the schedule as recorded in log book

The experience gained during the industrial training must be described in this section. Details of projects completed, supervisory roles taken up, estimation, costing, and design works completed and the experience gained thereon should be described in a concise manner.

4. DETAILS OF EXPERIENCE

4.2 Describe the Duties and Various Tasks in Detail (details of project completed, estimation, costing and etc)

4.3 Completed Tasks

4.3.1 Experience Gained

4.3.2 Problems Encountered and Solutions

4.3.3. Professional and Ethical Issues

4.3.4 Health and Environmental Issues

5. DISCUSSION AND CONCLUSION

This section should have an overall illustration and discussion on the industrial training along with conclusion on the training. This section shall emphasize on the major tasks carried out, major contribution for the company, comments on the tasks performed, recommendations etc.

6. REFERENCES

The list of references used in preparing this report must be listed in this section.

7. APPENDIX

Any other relevant details that are appropriate to support the write up of the report should be given in this section. It may include important drawings, design details, copies of letters, project report, Figures, Tables, List of symbols and notations etc.

Each appendix has a title and mentioned in the report

NOTE:

FONT: Arial, 11

SPACING: 1.5

PARAGRAPH: JUSTIFY

PAGE NUMBER: BOTTOM OF THE PAGE

