BENGKEL KEPIMPINAN INTRA

anas abdul rahman
2013
“Tell me and I forget. Teach me and I may remember. Involve me and I will learn”

BENJAMIN FRANKLIN
1. DOs & DON’TS @ INDUSTRIES
   i. Problems
2. LOGBOOK vs LOGBOOK
Executive Talks – Interview Tips
You walk into an interview, confident and prepared, but suddenly you forget everything you were going to say!

Effective Goal Setting – Smart Goal
Content contributed by Axiata for Ready4work.my

Executive Talks – How to Write a Winning Cover Letter & CV
Ever wondered why you are not getting any call backs for internships or even that job you really want?

Get That Job – Effective Resumes
A resume is not just a piece of paper with your details and accomplishments on it.

Get That Job – Answering Tough Questions Without Lying
Ever found yourself stumped for an answer during an interview?

Get That Job – Questions You Should Never Ask
How much is the salary? How many holidays do we get? How much is the bonus?

Get That Job – Making Small Talk
“Is it so hot today isn’t it?” Small talk can be about the weather but it can also go beyond that.

PwC – Employability video - Sara
PwC – Employability video - Holly
<table>
<thead>
<tr>
<th>AVAILABLE COURSES</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Your Resume Part 1</td>
<td>How do you create an impressive resume? This course will take you through how to create your resume and what are the common mistakes made in resumes.</td>
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<tr>
<td>Launch Course</td>
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<tr>
<td>Preparing Your Resume Part 2</td>
<td>How do you create an impressive resume? This course will take you through how to create your resume.</td>
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<tr>
<td>Effective Goal Settings Part 1: Why Set Personal Goals</td>
<td>Goal setting is all about breaking your aspirations into manageable chunks which you then break down into achievable steps.</td>
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<tr>
<td>Effective Goal Settings Part 2: Using Smart Goals</td>
<td>The best way to actually formulate your goals is to utilize SMART goal setting.</td>
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<tr>
<td>Business Etiquette</td>
<td>Following the norms of business etiquette is crucial when establishing contacts and in interacting with people, particularly in a business environment.</td>
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<tr>
<td>More than a business suit</td>
<td>Making the transition from student to professional by Ernst &amp; Young</td>
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<tr>
<td>Managing Phone Calls</td>
<td>Learn how to answer calls and end calls professionally.</td>
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<td>Excel: Creating 3D Pie Chart- Demo</td>
<td>This course is a demo on how to create a 3D pie chart. This is a 3 part course on how to create a 3D pie chart in Excel. The first part is the demo.</td>
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Additional notes....

• **FYP** projects from the industries

• **Employment** at the companies

http://www.facebook.com/Intra2013

* UPDATED info regarding LI
DOs & DON’Ts @ INDUSTRIES
“Watch your thoughts for they become words. Watch your words for they become actions. Watch your actions for they become... habits. Watch your habits, for they become your character. And watch your character, for it becomes your destiny! What we think we think we become.”

MARGARET THATCHER
12 keys to internship SUCCESS
<table>
<thead>
<tr>
<th><strong>Set Personal Goals</strong></th>
<th><strong>DECIDE</strong> on what area within your field that you want to specialize, or learning new skills, or building your network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Have Regular Meetings with your Supervisor(s).</strong></td>
<td>While you want to keep your supervisor abreast of your accomplishments, remember to also be a good <strong>LISTENER</strong> and learn as much as you can during these meetings.</td>
</tr>
<tr>
<td><strong>Tackle all Tasks with Enthusiasm and a Positive Attitude</strong></td>
<td>You will undoubtedly be given some grunt work to do, such as making photocopies, but the key is to complete all your work assignments with the same level of enthusiasm and professionalism. Hint: You might also consider <strong>WORKING EXTRA HOURS</strong> (beyond the required number for the internship) to show your work ethic to your supervisor(s).</td>
</tr>
<tr>
<td><strong>Avoid Negativity</strong></td>
<td>A common mistake among interns and new hires is <strong>TREATING SECRETARIES AND CLERKS</strong> as being beneath them -- avoid this behavior at all costs.</td>
</tr>
<tr>
<td><strong>Leave with Tangible Accomplishments</strong></td>
<td>Utilize your <strong>logbook</strong></td>
</tr>
<tr>
<td><strong>Enjoy Yourself</strong></td>
<td>Just make sure you don't overdo the fun -- and <strong>AVOID OFFICE ROMANCES</strong>.</td>
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</table>
Meetings may appear (and actually be) boring to you, but they can often offer a good chance to increase your knowledge, network, and build relationships.

Smart people know that there really is no such thing as a dumb question, so ask before doing.

There is no limit to the knowledge that you can gain.

There is a fine line between taking initiative and being perceived as a "Know-It-All," and for interns especially, it is best to err on the side of caution.

Your supervisor could be your mentor, but it could also be another person within the organization.

Even if you have a bad experience on an internship, never burn your bridges because you never know when it could come back and hurt you. Always leave on good terms.
Complete list of **DOs & DONTs** are listed in your Logbook
Sign up for corporate softball/picnics/philanthropic outreach projects
These days people hire based on attitude as much (or more) than skill sets. They want someone who wants to be there.

Introduce yourself to/lunch with everyone:

Keep busy / proactive / efficient

Do utilize your network of family and friends to the fullest to get leads on internships.

Greet Everyone

Keep busy

Write things down - listen and take notes.
Repeating yourself is frustrating and your boss doesn’t have time. You will be able to do your job with more confidence and more accuracy.

Do take advantage of job and career fairs to scout possible internship opportunities.

Do make sure you leave your internship with new skills, a better understanding of your field, and tangible accomplishments.

Some more....

Do expect to be treated professionally. And do act professionally at all times.
Approach the internship like a real job, make the extra effort, and you'll stand a better chance of being hired.

Source: www.forbes.com
InTra seems short, but it’s 90 days - a marathon, not a sprint. You don’t want to start strong, only to fade away; nor do you want to be scrambling to undo a bad first impression. Consistency is key.
Bring your weekend in with you Monday or be too anxious to skid out the door on Friday

Don't give unsolicited negative feedback.

Think you aren't presenting just because you aren't speaking

Don't expect all internships to be paid. Some of the best internships may not be paid.

Don't pass up opportunities to have experiences beyond the regular scope.

Over Extend your Holiday

Gossip/Over-share

Play Mom against Dad
If you’re told to do something you don’t want to do, don’t try to find someone else to tell you differently. Get it done. Move on.
InTra 2011/2012

1900++ students

3 students failed

http://www.quintcareers.com
### Current Evaluation

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<tr>
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<th>Percentage</th>
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<tbody>
<tr>
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<td>HC Supervisor</td>
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<td>Visit</td>
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</tr>
<tr>
<td>Logbook &amp; Final Report</td>
<td>School Supervisor</td>
<td>60%</td>
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### Proposed Evaluation

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CASE 1

-----Original Message-----
From: NEOH SIEW CHIN [mailto:soneoh@unimap.edu.my]
Sent: Wednesday, November 07, 2012 10:16 AM
To: Sugumaran Gurusamy
Cc: Anas Abdul Rahman; EXCO MIKROELEKTRONIK; KAMARUDIN BIN MAT ARSAD; u jane80
Subject: Discipline problems of ____________________________

Dear En. Sugumaran,

As per our discussion through the phone call just now, I would like to confirm the following details about who was under your supervision during the industrial training from 18th June 2012 to 7th September 2012.

**Discipline Problems:**
1. On leave without giving any prior notice (sometimes absent for one week, sometimes absent for a few days)
2. Always giving excuses to the supervisor about his absence
3. Did not inform the supervisor that the lecturer is coming to visit the supervisor on 30th August 2012
4. Telling lies to the visiting lecturer that the supervisors are having audit meeting and cannot meet the visiting lecturer.
5. Did not submit the host company evaluation form to the supervisor for validation.

If possible, can I have his attendance record from HR ____________________________

For your information, I will report the above issues to the center of industrial collaboration (CIC) of UniMAP. Actions shall be taken on the student. I sincerely apologise on behalf of UniMAP for the discipline problems of ____________________________

Thanks.

Regards,
Nech
Antara kesalahan yang dilakukan ialah:

** Sering hadir lewat ke pejabat
** **Tidur** semasa waktu kerja
** Bermain permainan telefon bimbit semasa waktu kerja
** Bekerja sambil lewat
** Tidak memaklumkan untuk bercuti terlebih awal
** Mengkritik penyelia secara negatif melalui Facebook
** Masalah integriti atau kejujuran.
CASE 3

Penyelia menyatakan ketidakpuasan hati beliau atas sikap tidak bertanggungjawab pelajar. Pelajar diamanahkan untuk memasarkan produk dan telah dipinjamkan sampel produk yang bernilai RM300.

1. Penyelaras menerima maklumat pelajar tidak melaporkan diri ke syarikat/tempat latihan melalui rakan sekelas pelajar yang juga pelatih di syarikat/tempat latihan yang sama.

.............pelajar telah gagal menghadirkan diri ke syarikat/tempat latihan selama 7 hari berkerja.
others

“SEXUAL HARASSMENT”
LOGBOOK vs REPORT
LOGBOOK

Official record book which is used to describe and explain your industrial training activities on daily basis (diagrams, sketches, blueprint of your activities may be attached together in your daily report as a proof your actions)
Summary of the activities that you have performed during your Industrial Training. It should consist of the knowledge that you have gained, problems that you encountered, solutions that you proposed, and more importantly, elaboration of any project that you were involved in.
THANK YOU