PRACTICUM LOGBOOK



PHOTO

**Student’s Information**

**Name: Doha binti Dzahari**

**Matric Number: 256677**

**Program/School: Bachelor of Science with Honours (Information Technology)**

**School of Computing**

**Address: 264, Km4 Jalan Santan 01000 Kangar Perlis**

**Mobile Number: 017-5822523**

**Email: doha.dzahari96@gmail.com**

**Employer’s Information**

**Name: Mr Zainul Abidin Semangun-Suaib Designation:**

**Company Address: Top Talent Management Department**

**Level 63,**

**Tower 1, PETRONAS TWIN TOWERS,**

**KLCC, 50088,**

**Kuala Lumpur**

**Office Phone Number: 03-23314847**

**Mobile Number: 013-3918879**

19 October 2020

Director

Centre for University

-

Industry Collaboration

(CUIC) Universiti Utara Malaysia

06010 UUM Sintok

KEDAH DARUL

AMAN

Dear Sirs

**CONFIRMATION OF UUM PRACTICUM DUTY REPORT**

We hereby confirm that the following student has reported her duty on

19 October

2020:

We have also received the following documents from the student:

-

I Form (Student’s Declaration

Form)

Employer’s Confidential Assessment Form

Attendance Form

Practicum Guidelines for Employer

Scope of Training (if applicable)

Thank you.

Yours faithfully,

**Zainul Abidin bin Semangun@Suaib**

Manager Top Talent Development

Tel. No.

: +60133918879

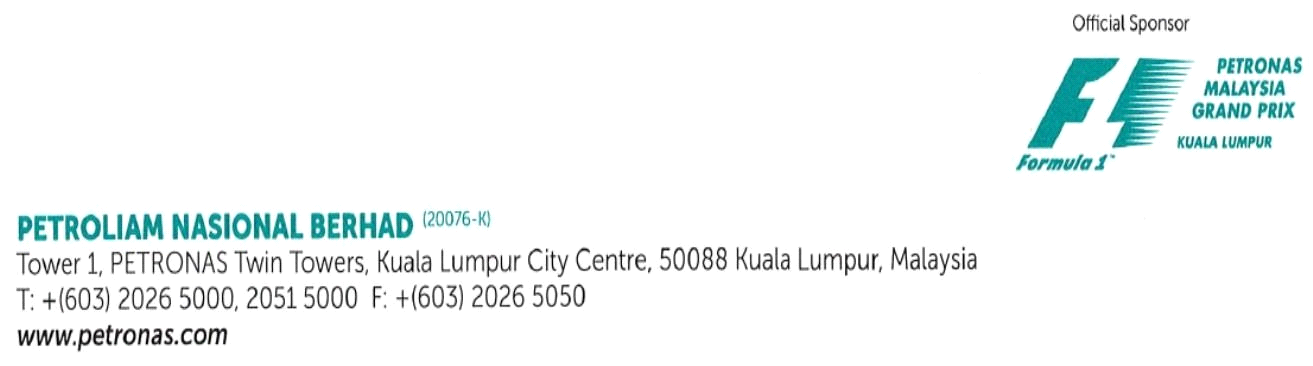
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*Zainul.semangun@petronas.com*



Internal



**Student Name**

**:**

Doha binti Dzahari

**Matric No.**

**:**

256677

**Programme of Study**

**:**

Bachelor of Science with Honour (Information

Technology)

**Date:** **19/10/2020**

1. Attended first onboarding briefing with the HR in the company.

* Overview of company.
* Rules and Regulations.
* Dress Code.
* Annual leave and MC.

1. Attended first meeting with the department.

* Overview of the department.
* Discussed Job-scope.
* Get to know the Staff in the department.

# EMPLOYER’S REMARKS:

**Date: 20/10/2020**

1. “Downloading to Doha” meeting with Ajlaa

* Ajlaa explained the work before hand it to me.
* Transferred and sorted data into the database for July and August.

Data for DCDW Database.

1. Microsoft teams meeting with Ajlaa and Syafiq

* A brief explanation on Talent Q system and how to use it.

**\\\\**

**EMPLOYER’S REMARKS:**

**Date: 21/10/2020**

1. Continue transferred and sorted data into the database for the previous month

(September).

* Data for DCDW (Development Centre Development Workshop) Database.

1. Received another set of data to be update into the database

* Overall List DC planning.

1. Attended Microsoft Teams talk with Puan Khasnina Imani the Head of Top

Talent Management.

* The topic is “The Journey to the New Me”

**EMPLOYER’S REMARKS:**

**Date: 22/10/2020**

1. Prepared DC assessment for the database.

* Updating the status of the staff attended the DC.

1. Prepared Executive Coaching Service Order Template.

**EMPLOYER’S REMARKS:**

**Doha able to prepare the database within the timeline provided.**

**Date: 23/10/2020**

1. Overall List DC Planning database Verification

* Verified on staff with missing status in the database

1. “Downloading to Doha and Discussing on Project” with Ajlaa

* Ajlaa hand in task for next Monday on September Talent Council.
* Discussed on a project with Ajlaa.

**EMPLOYER’S REMARKS:**

**Doha able to verify the DC data within the timeline provided.**

**Date: 26/10/2020**

1. Talent Council for September

* Prepared slides for the staff attended DW (Development Workshop)

1. DC attendance for finance groupwide

* Verified the attendance of the staff who attend DC.

1. Verified for Executive Coaching Service Order.

**EMPLOYER’S REMARKS:**

**Date: 27/10/2020**

1. Continue prepared slides for DW Talent Council.
2. “Downloading to Doha and Discussion on Progress” with Ajlaa.

* Ajlaa briefed on Talent Q system.
* Hand in the list of names from Country Head Upstream 2020 Project by Batch.
* Verified the status each of the staff recorded.

**EMPLOYER’S REMARKS:**

**Date: 28/10/2020**

1. Prepared proposal for the TCLD Database upgrading project.
2. Ajlaa briefed on Talent Q system.

Downloaded HR Report and Candidate Report in Talent Q.

Brief on how to upload the report to Talent Engine System.

**EMPLOYER’S REMARKS:**

**Date: 30/10/2020**

1. Downloaded the HR report and candidates report from the Talent Q system for batch 1.

Emailed the report to the respective staff.

1. Continue prepared the proposal for the project.

**EMPLOYER’S REMARKS:**

**Doha is a quick learner. She is able to download the Talent Q Reports (Batch 1) to be submitted to Upstream Business Leadership Focals with minimum Supervision**

**Date: 2/11/2020**

1. Uploaded the HR Report of Talent Q batch 1 to the Talent Engine.
2. Continued update the status of Talent Q for next batch (Batch 2 & 3).
3. Continued edit the proposal.

**EMPLOYER’S REMARKS:**

**Date: 3/11/2020**

1. Continued amend the proposal for next review.

* Need to be more details in preparing documents.
* Must avoid small mistakes while preparing the documents.
* Need to learn to write in good sentences.

**Date: 4/11/2020**

1. Continued update the status for Talent Q batch 2 & 3.

Emailed the Upstream for follow up to the staff who did not complete yet.

1. Downloaded the HR Report and Candidate Report from the Talent Q system.
2. Prepared the slides for Talent Council DC October.

* Need to be very focus to avoid any mistakes in the slides as it contains the result from their assessment.
* Need to be more details and work smart.

**EMPLOYER’S REMARKS:**

**Date: 5/11/2020**

1. Continued prepare the Talent Council Slide for DC.

* Need to double check the information to avoid any mistakes in the slides.

1. Verified the Talent Q status for batch 1-4.
2. Uploaded Talent Q Report to Talent Engine System.

**EMPLOYER’S REMARKS:**

**Date: 6/11/2020**

1. Uploaded HR report to Talent Engine for batch 2.
2. Updated Talent Q status for batch 4.
3. Emailed the HR Report and Candidate Report to the Upstream.

**EMPLOYER’S REMARKS:**

**Date: 9/11/2020**

1. Updated the remaining Talent Q status.
2. Emailed the HR Report and Candidate Report to the Upstream.

**EMPLOYER’S REMARKS:**

**Date: 10/11/2020**

1. Prepared Service Order for Development Center (DC).
2. Downloaded Talent Q HR Report.
3. Prepared Service Order for DC October and November.

* Need to more details and focus while preparing the Service Order.

**EMPLOYER’S REMARKS:**

**Date: 11/11/2020**

1. Verified on availability of the staff to attend POA Upskilling sessions.
2. Verified on availability of the staff for DC assessment.

* Need to be more focus when checking up on the staff availability.

**EMPLOYER’S REMARKS:**

**Date: 12/11/2020**

1. Emailed the Upstream for follow up on Talent Q status.
2. Verified the schedule on staff for POA upskilling sessions.

**EMPLOYER’S REMARKS:**

**Date: 16/11/2020**

1. Updated the Talent Council slides with Development Centre and Development Workshop candidates.
2. Prepared poster for TCLD’s Circle talk.
3. Downloaded HR report from Talent Q.

**EMPLOYER’S REMARKS:**

**Date: 17/11/2020**

1. Prepared poster for TCLD’s Circle talk.
2. Uploaded HR report on Talent Engine for Talent Q and DC assessment.

**EMPLOYER’S REMARKS:**

**Date: 18/11/2020**

1. Edited Joining Instruction letter for Development Centre (DC).
2. Updated record management of the department.

**EMPLOYER’S REMARKS:**

**Date: 19/11/2020**

1. Edited Talent Q slides.
2. Edited Joining Instruction letter.
3. Re-uploaded the Talent Q Report on Talent Engine.

**EMPLOYER’S REMARKS:**

**Date: 20/11/2020**

1. Reviewed meeting on Record Management for HCD Office.
2. Received a task for editing an Info Deck for TCLD Speaker.

* Converted the normal PowerPoint slides to an Infographic Sheet.
* Created a template for candidates’ profile.

**EMPLOYER’S REMARKS:**

**Date: 23/11/2020**

1. Edited the Infographic Sheet for TCLD sharing session.
2. Reviewed with Ajlaa the Infographic Sheet.

* Few amendments need to do for the Infographic Sheet.

1. Feedback session with Ajlaa

* Need to be more details and focus.
* Need to avoid being careless after this.

**EMPLOYER’S REMARKS:**

**Date: 24/11/2020**

1. Prepared poster for TCLD Circle talk for the next speaker.
2. Prepared Service Order for POA Upskilling session and POA Database.

**EMPLOYER’S REMARKS:**

**Date: 25/11/2020**

1. Reviewed and checked on Talent Q submission status for every batch.

* Checked and sorted before email to Upstream for follow up.

1. Admitted in Kit San Yong and the consultants from Cubiks for DC assessment in Microsoft teams meeting.

* Get to chit chat with Kit San before session start.
* Improve my communication skills and my confident.

**EMPLOYER’S REMARKS:**

**Date: 26/11/2020**

1. Emailed the upstream for follow up on TalentQ for every batch.
2. Admitted in Kit San Yong and the consultants from cubiks for the next DC assessment Microsoft Teams Meeting with another candidate.

* Get to Chit Chat with Encik Azahari the Head of Strategy & Commercial department before the session start.

**EMPLOYER’S REMARKS:**

**Date: 27/10/2020**

1. Updated DCDW database.

* Updated DC assessment result for October 2020
* Need to be very focused and detailed. Cannot make any mistakes as it contains their result for the DC assessment.
* Double checked before submitting it back to Ajlaa.

1. Admitted in Kit San Yong and the consultants from cubiks for the next DC assessment Microsoft Teams Meeting with another candidate.

* Get to Chit Chat with Puan Nenisurya the Head of Program Management Office before the session start.
* Boost up my self-esteem when talked to other people who are in higher position of the company.

**EMPLOYER’S REMARKS:**

**Date: 30/11/2020**

1. Edited deck for TCLD (head) sharing session.

* Need to understand the job before doing it.
* Edit in more professional ways.

1. Admitted in Kit San Yong and the consultants from cubiks for the next DC assessment Microsoft Teams Meeting with another candidate.
2. Reviewed the DC DW Database for improvement in sorting data into dashboard.

* Need to know and learn the formulas.
* Need to learn how the data being link to the dashboard.

**Date: 1/12/2020**

1. Discussion with Ajlaa, Encik Zainul and syafiq regarding the TCLD’s Circle talk.

* Discuss on the flow.
* Discuss on the role.

1. Attended meeting with staff from Cubiks regarding the POA Upskilling Analysis with Ajlaa and Encik Zainul.

* Mr Kit San Yong, Miss Ee Leng Goh from Cubiks

1. Received the Talent Q database.

* Need to vlookup the details.

1. Attended TCLD Circle’s talk with Puan Akmal Niza.

* Sharing session with TCLD candidates.

**EMPLOYER’S REMARKS:**

**Date: 2/12/2020**

1. Prepared the deck for Hetal O’ Psych Sdn Bhd for Azrul Osman Rani.
2. Reviewed and updated on DCDW database.

* I have learnt that inserting data into database needs to be very details and focused.
* I need to double check every information that I have transferred.

1. Update on the DCDW database.

* Details for candidates who passed POA and attended Dw 2020.

**EMPLOYER’S REMARKS:**

**Date: 3/12/2020**

1. Admitted in Kit San Yong and the consultants from cubiks for the next DC assessment Microsoft Teams Meeting with another candidate.
2. Attended discussion on TCLD’s Circle talk with Ajlaa and Puan Azimah.

* Discussed on the content
* Review on the slides that will be use.

1. Attended discussion for Service Order for O’ Psych Sdn Bhd.

* With Ajlaa, Kak Mas and Ms Lee
* Discuss on the template for the invoice.

1. Updated the DCDW database.

* Standardized the information transferred before.
* Need to be alert and details to avoid mistakes.
* Recheck the formula so that the dashboard will show the correct data.

**EMPLOYER’S REMARKS:**

**Date: 4/12/2020**

1. Continued review the DCDW database for DC assessment.

* Standardized the information.
* Need to be extra focus to avoid mistakes for formula and the results.

1. Admitted in Kit San Yong and the consultants from cubiks for the next DC assessment Microsoft Teams Meeting with another candidate.
2. Attended TCLD Circle’s talk with Puan Azimah.

* Second sharing session with TCLD candidates.
* Got to hear the struggle and the challenge on what it takes to be successful.

**EMPLOYER’S REMARKS:**

**Date: 7/12/2020**

1. Edited Service Order for Hetal at O’ Psych Sdn Bhd.

* Need to fill the form correctly as it contains the payment that we need to submit for approval.

1. Reviewed the DCDW database.

* Need to check every candidate result is transferred.

**EMPLOYER’S REMARKS:**

**Date: 8/12/2020**

1. Attended meeting on discussion for DC and TCLD with Ajlaa and En Zainul.
2. Updated the DCDW database.

* Improve my accuracy in transferring and updating the data in the database.
* Need to avoid any mistakes while inserting the result of their assessment.

**EMPLOYER’S REMARKS:**

**Date: 9/12/2020**

1. Discussed on DCDW database with Ajlaa.

* Finalized everything and making sure all the formula is correct.
* Re-check the data reflect on the dashboard is correct.

1. Attended TCLD’s Circle sharing session with Encik Ayman.

* Third sharing session with TCLD candidates.
* Learned a lot of things such as we need to fail in order for us to be successful again.

**EMPLOYER’S REMARKS:**

**Date: 10/12/2020**

1. Discuss on the DCDW database.

* Need to check every details to be in correct quantity of the participants.

1. Updated on DCDW database data.

* Sorted and checked back all the data.
* Make sure the data reflect to the dashboard correctly.

**EMPLOYER’S REMARKS:**

**Date: 11/12/2020**

1. Final reviewed the DCDW database before submitting to Ajlaa.

* Checked the null cell

1. Attended TCLD Circle talk with En Shahrom and TCLD’s candidates.

* Learn few things about commercial.
* Learn on how to know the customer type.
* Learn on variety type of seller

**EMPLOYER’S REMARKS:**

For TCLD Circle, Doha has helped in terms of creation of communication posters. She has also participated

**Date: 14/12/2020**

1. Reviewed back the DCDW database.

* The total of the participants does not reflect on dashboard.
* Need to be very details to check the information is the same.

1. Submitted the DCDW database for checking up to Ajlaa.

**EMPLOYER’S REMARKS:**

**Date: 15/12/2020**

1. Prepared DCDW database for cubiks.

* Prepared the list of DW Candidates to cubiks
* Deleted some of the confidential information in the database

1. DCDW database review with Ajlaa & En Zainul.

* Need to amend a few things such as color and the arrangement of the salary grade in the dashboard.

**EMPLOYER’S REMARKS:**

**Date: 16/12/2020**

1. Started to edit the dashboard of the DCDW database.

* Changed the color of the graph on dashboard.
* Edited the data in the dashboard.

1. Attended the Joint Townhall – Celebrate | Share | Laugh.

* Nominations ceremony.

**EMPLOYER’S REMARKS:**

**Date: 17/12/2020**

1. Continued edit the DCDW database for final version.

* Checked every details of the dashboard.
* Need to improve my accuracy during the editing.

1. Submitted the final version of the dashboard to Ajlaa and En Zainul.

**EMPLOYER’S REMARKS:**

**Date: 18/12/2020**

1. Updated the DCDW database with December result.

* Updated the DC December result.
* Need to be very focus key in the result in the database to avoid mistakes.

1. Attended Discussion on DC Drive 2021 with Ajlaa and En Zainul.

* Discuss on the date for DC in 2021

**EMPLOYER’S REMARKS:**

**Date: 21/12/2020**

1. Continued update the DCDW database.

* Updated the DW November/December Result.
* Need to be very detail when transferring data.
* Double check the data before finalizing it to avoid any mistakes.

1. Attended talk with En Maizahar Azri Masri on the topic A Path Less Travelled.

* Learned a few things such as how to enjoy life and balanced the work life.

**EMPLOYER’S REMARKS:**

**Date: 22/12/2020**

1. Double check the data transferred to DCDW Database.

* Verified on the dashboard.
* Verified on the formula and on the result from the report.

1. Attended discussion on DC 2021 with Ajlaa, En Zainul, Mr Kit San and Dr Rob.

**EMPLOYER’S REMARKS:**

**Date: 23/12/2020**

1. Attended discussion for Hello 2021 with Ajlaa and En Zainul.

* Discussed on TTM’s FY 2021 work scopes and KPIs

1. Updated on DCDW database.

**EMPLOYER’S REMARKS:**

**Date: 24/12/2020**

1. Updated on DCDW database.

* Verified on status update in TE.

1. TCLD database discussion with Ajlaa.

* Exported the latest batch into the tracking tab database.
* Updated all the names, gender, current business and current position from 2011

until 2020.

* Verified details imported to avoid mistakes.

**EMPLOYER’S REMARKS:**

**Date: 28/12/2020**

1. Updated on TCLD database

* Verified on overall data imported.

1. Discussion on TCLD database with Ajlaa

* Updated on the status of every candidates.

**EMPLOYER’S REMARKS:**

Date: 29/12/2020

1. Edited on Talent Council DC slides.

* Inserted candidate profile and results to the slides.
* Must be very details of the information transferred to avoid mistakes.

1. Continued update on TCLD database.

* Separated the resign candidate into other tab.
* Checked back the total candidates for the whole database.

**EMPLOYER’S REMARKS:**

Date: 30/12/2020

1. Worked on Talent Council Slides for DW candidates.

* Transferred the profile and the results from the report to the slides.
* Arranged it accordingly.

1. Continued work on TCLD database.

* Edited the dashboard

**EMPLOYER’S REMARKS:**

Date: 4/1/2021

1. Updated on TCLD database.

* Converted the data into graph for dashboard.
* Checked and transferred data to another tab.

1. Last checked on TC Deck before submitting it to Ajlaa.

* Checked on the details of every candidates.
* Checked on the results from every report.

**EMPLOYER’S REMARKS:**

**Date: 5/1/2021**

1. Attended the discussion on DC for finance.
2. Attended meeting on Cubiks contract.

* Renewal Requirement

1. Edited on Service Order for Hetal on December sessions.
2. Finalized the status for VPs and SGMs in the database.

* Updated the status of their progress.

**EMPLOYER’S REMARKS:**

**Date: 6/1/2021**

1. Edited the Joining Instruction for upcoming DC assessment.

* Different time zone need different timetable to match the time with the consultant from UK.

1. Updated TCLD database.
2. Received new task on POA Database.

* Need to update their staff number, names and email.
* Find missing data and update.

**EMPLOYER’S REMARKS:**

Provided Doha with the

**Date: 7/1/2021**

1. Worked on the POA Database.

* Checked for staff number and updated their name to the correct one.

1. Sorted the staff CV report in to excel.

* Arranged the staff accordingly with their details.

**EMPLOYER’S REMARKS:**

**Date: 8/1/2021**

1. Continued update on POA Database.

* Checked every staff data that are not available in Talent Engine and Talent Analytics.

1. Received on task to collect data online and automatically stored in database.

* Did a research and made a comparison between a few software to choose the best application.
* List the pros and cons

**EMPLOYER’S REMARKS:**

For week 9 to week 11 (from 21/12/2020 to 8/1/2021) Doha had stepped up to a few initiatives which I have provided to her to leverage on her expertise as follows :

1. TCLD Circle 2020 – Doha had assisted the team in the creation of communication poster
2. TCLD Database – This is part of her final year project. We had discussed on how we could upgrade the current TCLD database to incorporate the former and latest data. Currently the work is still in progress.
3. POA Database – Doha has also stepped up in doing verification of POA database. Doha had spent time to verify unavailable/missing data especially from the SAP system and Talent Engine. She has put effort in to verify the data manually and inserted it in the database. I have observed Doha is open to feedback and take into consideration on the next-steps to improve on her work efficiency. Kudos Doha! Moving forward can focus on to enhance writing skills.

**Date: 11/1/2021**

1. Created questions on Microsoft Forms to collect data online and automatically stored in Excel Database.
2. Discussed on the POA Database with Ajlaa

- Need to separate the list of staff that have no data recorded into new table.

**EMPLOYER’S REMARKS:**

**Date: 12/1/2021**

1. Updated on Cubiks contract – Renewal Requirement FY 2021
2. Continued to update for POA Database before submitting it to Ajlaa

* Checked all the data transferred and updated to be correct.

**EMPLOYER’S REMARKS:**

**Date: 13/1/2021**

1. Updated and checked on POA Database overall data.

* Double checked for data that have being transferred.

1. Discussed on Aunty Sima Project with Ajlaa.

* Corrected some questions on the Microsoft Forms.
* Arranged back the questions accordingly.

**EMPLOYER’S REMARKS:**

**Date:14/1/2021**

1. Worked on TCLD Database for another update.
2. Received on Proposal TCLD’s Placement deck.

* Edited the staff information into the slides
* Transferred the data from report to the slides.

**EMPLOYER’S REMARKS:**

**Date: 15/1/2021**

1. Attended discussion with O-Pscyh on Placeholder FY2021.

* Presented the Forms to Hetal Doshi the consultant.

1. Attended Hello 2021, Thank you 2020 Talk held by the department.
2. Attended TCLD’s Circle talk with En Anas Fadzilan.

* Learn few things about Audit, Profit & Loss.
* Learn on how to survive in working life successfully.

**EMPLOYER’S REMARKS:**

**Date: 18/1/2021**

1. Uploaded Leaders’s Profile in Talent Engine.
2. Updated the Microsoft Forms for Aunt Sima project with the new questions structured.
3. Edited the TCLD (Cohort) deck for En Luqzan’s profile and details of his work experience in Petronas.
4. Edited the poster for Puan Hazleen on the TCLD circle talk.

**EMPLOYER’S REMARKS:**

**Date: 19/1/2021**

1. Edited the TCLD circle talk poster for Puan Khasnina.
2. Work on the Microsoft Forms questionnaires.
3. Continued edit the TCLD (Cohort) deck for En Yazman.

* Updated En Yazman’s profiles
* Updated the details of the working experience in Petronas.

**EMPLOYER’S REMARKS:**

**Date: 20/1/2021**

1. Attended discussion on TCLD Deck with Ajlaa and En Zainul.

* Updates and seek advice from En Zainul before submitting the Deck.
* Make few amendments on the deck.

1. Edited and rephrase back the sentences for Aunt Sima Project on Microsoft Forms.

**EMPLOYER’S REMARKS:**

**Date: 21/01/2021**

1. Attended discussion for Aunt Sima project with Ajlaa

* Checked back all the new questions.
* Rephrase the sentences and changed the questions format.
* Discussed on the questions that should and should not be in the survey forms.

1. Created a survey forms in Survey Monkey for feedback of the program held by the department.

**EMPLOYER’S REMARKS:**

For TTM’s Person-Environment-Trait (PET) Project, Doha had suggested the idea of using Microsoft Form to collect data responses for PETRONAS leaders.

Doha was responsible to key-in the questionnaire and later on in charge in editing the questionnaire using survey monkey platform.

**Date: 22/01/2020**

1. Attended a meeting with Hetal from O’psych.

* With all the colleague
* Discussed and brainstorming on the survey questions of Microsoft Forms for Aunt

Sima project.

1. Make some amendments for Survey Monkey feedback of the program.

**EMPLOYER’S REMARKS:**

**Date: 25/1/2021**

1. Edited “Welcome 2021 Engagement with Head” deck for candidates who have graduated.

* Included the pictures and details of the candidates to the deck.

1. Admitted the candidate and consultants to DC assessment for day 1 with En Ramzienan.
2. Attended Dry Run with Ajlaa for En Meor Shazriman.

**EMPLOYER’S REMARKS:**

**Date: 26/1/2021**

1. Minor edited on the Welcome 2021 deck.
2. Attended discussion with Ajlaa and En Zainul on Engagement with Head.

* Few amendments need to be done.
* Added up with notes for Puan Leen in Word format.

1. Attended discussion on Aunt Sima Project with the team and Puan Nina.
2. Admitted the candidate and consultants to DC assessment for day 2 with En Azahar Nasir.

**EMPLOYER’S REMARKS:**

**Date: 27/1/2021**

1. Updated the TCLD deck with the latest photo of the candidates.
2. Created question and feedback rate on Mentimeter for the talk.

* It’s an interactive way to interact with the candidates using real time voting**.**

1. Admitted candidate and consultant for DC assessment Day 3 with En Meor Faiza.

**EMPLOYER’S REMARKS:**

**Date: 29/1/2021**

1. Check the staff schedule for upcoming DC assessment in March.
2. Attended FY 2021 – Engagement with O’Pscyh and the team.
3. Admitted candidate and consultant for DC assessment Day 4 with Pn Dewi Izza.
4. Attended Welcome 2021 Engagement with Head (Human Capital Development) and the TCLD’s candidate.

**EMPLOYER’S REMARKS:**

**Date: 2/2/2021**

1. Attended Data Modeling discussion – Aunty Sima Project Collaboration.

* Discuss further on the questions.
* Seek opinions from another colleague.

1. Edited on the Proposal TCLD Placements for En Wan Sayuti’s experience and profile into the slide.
2. Edited on the Approval of the New Top Talents 2021 for additional talents.
3. Admitted candidate and consultant for DC assessment Day 5 with Ms Chua Say Yik.

**EMPLOYER’S REMARKS:**

**Date: 3/2/2021**

1. Uploaded the DW report for December batch into Talent Engine.
2. Edited the Joining Instruction for second batch DC assessment in March 2021.
3. Attended discussion for Aunty Sima Project

* Discussed on the questions structure for the survey.
* Re-structured back the questions.
* Discussed on to do the pilot testing before releasing it for real.

1. Admitted candidate and consultant for DC assessment Day 6 with En Asrul Sani.

**EMPLOYER’S REMARKS:**

We have roped in Doha to participate in “Aunty Sima” Project/TTM’s PET Project to provide exposure for her in terms of the following :

* Phases of Project
* Designing project’s questionnaire
* Top Talent selection and matching.

**Date: 4/3/2021**

1. Attended TCLD FY 2021 with Ajlaa, En Zainul and Syafiq

* Discussed on improvement for TCLD program.

1. Presented my progress on TCLD Database to En Zainul and Ajlaa

* Some changes need to be made.
* Added up some features in the database.

1. Worked on the TCLD database for the additional updates.

**EMPLOYER’S REMARKS:**

**Date: 5/2/2021**

1. Attended FY2021 – Engagement with O’Pscyh

* With the team and Hetal the consultants.
* Discussed on the Project Aunt Sima.

1. Admitted candidate and consultant for DC assessment Day 7 with Puan Tristine.
2. Attended discussion on TCLD Project FY 2021 with En Zainul, Ajlaa and Syafiq.

* Planned on the programs for 2021.
* Make timeline for the whole year.

**EMPLOYER’S REMARKS:**

**Date: 8/2/2021**

1. Extracted data of finance staff from DCDW database to the new worksheet.
2. Re-created the Microsoft Form of Aunt Sima project with the finalize questions.
3. Inserted another 4 top talents to the Top Talent approval 2021 deck.

* Transferred the candidates result from report to the deck.

**EMPLOYER’S REMARKS:**

**Date: 9/2/2021**

1. Aunt Sima Project testing with the team.

* Tested the questionnaire with the team members.
* Checked on the question before tested it to the selected superior.
* Minor amendments need to do.

1. Admitted candidate and consultant for DC assessment Day 9 with En Wan Sayuti.

**EMPLOYER’S REMARKS:**

**Date: 10/2/2021**

1. Transferred the Aunt Sima Project questionnaire from Microsoft Forms to Survey Monkey.

* Have some limitation in storing the data in the database.
* Changed to Survey Monkey for efficiency of storing the data.

1. Edited on Talent Review pre-reading deck template.

* Edited for En Adzmel and En Wan Sayuti profile and work experience.

**EMPLOYER’S REMARKS:**

**Date: 15/2/2021**

1. Attended Stakeholder’s discussion with Ajlaa, En Zainul and Puan Nina.
2. Discussed on the TCLD Project.

* Added tab for Talent Review in the database

1. Discussed on DCDW database.

* Needed to update the DW result for January.
* Have to upload the report in Talent Engine.

**EMPLOYER’S REMARKS:**

**Date: 16/2/2021**

1. Updated the DCDW database with DW January result.

* Verified and transferred the data to the database.
* Needed to be very details.

1. Uploaded the DW report into Talent Engine.

* Uploaded the report for DW January batch before the talent council.

**EMPLOYER’S REMARKS:**

For assessment database, Doha managed to work independently with minimum supervision.

**Date: 17/2/2021**

1. Extracted the data from DCDW database from November to January.

* Extracted to make it summary of the overall results.
* Separated the candidates according to the results, business and SG.

1. Received on another additional function for TCLD database.

* To be added column for nominations
* To separate the candidates by batch for tracking their re-nominations status.

**EMPLOYER’S REMARKS:**

**Date: 18/2/2021**

1. Work on the TCLD database as discussed with Ajlaa.

* Added the new column for re-nominations status.
* Filled up the remark’s column for every status.
* Standardized the marks of every column for every candidate.

**EMPLOYER’S REMARKS:**

**Date: 22/2/2021**

1. Updated the DCDW database with DC January results.

* Transferred the data from report to the database.
* Inserted the details of the candidates in the database.
* Need to be very details as it contains important information for their results.

**EMPLOYER’S REMARKS:**

**Date: 23/2/2021**

1. Admitted candidate and consultant for DC assessment Day 1 with En Mohd Akhbar.
2. Attended discussion with Ajlaa and En Zainul for TCLD nominations criteria.

* Discussed on the age range to pursue MBA.
* Discussed on the qualification of the candidates needed to be nominated.

1. Continued to work on the TCLD database.

**EMPLOYER’S REMARKS:**

Doha able to facilitate Development Centre assessment centre with minimum supervision.

**Date: 24/2/2021**

1. Admitted candidate and consultant for DC assessment Day 2 with En Shairizal.
2. Attended discussion for revising Cubiks Contract.
3. Drafted report for final year project.

* Started to write draft for every chapter.
* Include the appendix needed.

**EMPLOYER’S REMARKS:**

**Date: 25/2/2021**

1. Amended the Survey Monkey forms of Aunt Sima Project.

* Checked each one of the questions.
* Checked back the attributes listed.

1. Analysed the answer of the form for En Hazli Sham

* Do matching for the answer with his superior’s requirement.

1. Admitted candidate and consultant for DC assessment Day 3 with Mr Goh Han Lee.

**EMPLOYER’S REMARKS:**

**Date: 26/2/2021**

1. Drafted the poster for upcoming program

* Choose 2 to 3 designs to be selected by Ajlaa.
* Included all the information in the poster.
* Send for confirmation of the poster before being used.

1. Admitted candidate and consultant for DC assessment Day 4 with Puan Nadiah.

**EMPLOYER’S REMARKS:**

Doha designed poster by using Canva for Top Talents Programmes with minimum supervision.

**Date: 1/3/2021**

1. Admitted candidate and consultant for DC assessment Day 5 with Puan Norul Aida Helena.
2. Attended discussion for update on TCLD CLBIW with the team.
3. Attended Tame Shark Tank discussion with the team.

* Discussed on the flow of the program.
* Discussed on the marking sheet of the program.

1. Edited deck for PETRONAS Talent Council for DC January

* Transferred all the results from report to the deck.

**EMPLOYER’S REMARKS:**

**Date: 2/3/2021**

1. Admitted candidate and consultant for DC assessment Day 6 with Encik Ramzulhakim.
2. Continued to edit the PETRONAS Talent Council deck for the next candidates.
3. Prepared on the topics for tame shark tank program.

**EMPLOYER’S REMARKS:**

**Date:3/3/2021**

1. Verified on the talent schedule to do their DC Assessment for next batch.
2. Admitted candidate and consultant for DC assessment Day 7 with Puan Rosni.
3. Attended discussion to finalize to finalize the TCLD timeline and revised process.
4. Received deck for TCLD Talent Review for En Yazman, En Luqzan and En Radzi.
5. Created a simple template in Microsoft Excel for TCLD nomination form.

**EMPLOYER’S REMARKS:**

**Date: 4/3/2021**

1. Edited the TCLD Talent Review Deck.
2. Attended meeting for Engagement on TCLD: What’s New?

* Discussed on the new qualification to attend TCLD program

1. Attended discussion for CLBIW Programme Fy2021

* With our guest Datin Azrene and Redza
* Got the details and ideas for the pitching program

1. Admitted candidate and consultant for DC assessment Day 8 with En Ariffin Zulkifly.

**EMPLOYER’S REMARKS:**

**Date: 5/3/2021**

1. Admitted candidate and consultant for DC assessment Day 9 with En Shaharudin.
2. Continued to edit the TCLD TR for the next Talent.

**EMPLOYER’S REMARKS:**

**Date: 8/3/2021**

1. Created template for Executive Coaching scheduling with the consultants.
2. Created a feedback forms on teams to be send to the leaders.

**EMPLOYER’S REMARKS:**

**Date: 9/3/2021**

1. Extracted data from DCDW database for finance group.
2. Amendment on TTM’s Pet survey on Survey Monkey.

* Minor correction on the questions and introduction.

1. Admitted the candidate and consultant for DC feedback session.

**EMPLOYER’S REMARKS:**

**Date: 10/3/2021**

1. Amendment on the poster for Corporate Leadership Branding & Image Workshop (CLBIW).

* Updated on some changes for the program.

1. Extracted data for POA Database.
2. Filled up the DC schedule forms for next batch DC Assessment.

**EMPLOYER’S REMARKS:**

**Date: 11/3/2021**

1. Filled up the DC schedule form with the cost center and cost element for every candidate.
2. Attended Corporate Leadership Branding Image Workshop (CLBIW) with TCLD candidates.

* Talk given by Datin Azrene the Image Consultant from Imago Consultant Sdn Bhd.
* Talked about the appearance for corporate.
* Talked about the body shape.

**EMPLOYER’S REMARKS:**

1. We have provided Doha with the opportunity to attend a virtual Corporate Leadership Branding Image Workshop (CLBIW). CLBIW is a bespoke programme for PETRONAS’ Techno Commercial Leaders Development (TCLD) Programme which is conducted by Datin Azrene Ahmad from Imago Consultancy & Training Sdn Bhd.
2. From the training, Doha will be able to learn on corporate branding and first impressions, art of pitching, effective communication and grooming class for ladies.

**Date: 12/3/2021**

1. Attended Engagement with O’Pscyh – Confirmed FY 2021.

With Hetal the consultant from O’Pscyh and the team.

1. Continued to update the draft of the final report.

**EMPLOYER’S REMARKS:**

**Date: 15/3/2021**

1. Attended TCLD discussion with Ajlaa

* Updated on the progress of the TCLD database.
* Have some improvement and amendment to do for the database.

1. Extracted data from POA database for their results as per request.
2. Edited the joining instruction timetable to the right time.

**EMPLOYER’S REMARKS:**

**Date: 16/3/2021**

1. Attended discussion on the Bounce Ideas 2.0

* Discussed on TCLD timeline for 2021 with the team.

1. Continued to work on TCLD Database.

* Fixed the dashboard part and the data for traffic light system.

1. Edited on the TCLD Proposal to VPHR deck

* Minor amendment

**EMPLOYER’S REMARKS:**

**Date: 17/3/2021**

1. Filtered data on Talent Analytics for March.

* Filtered data for Female with G5-G7 and Corporate talent and Business talent data.
* Pivot all the data.

1. Added one new information column for TCLD template.
2. Continued to work on TCLD Database features.

**EMPLOYER’S REMARKS:**

**Date: 18/3/2021**

1. Attended Corporate Leadership Brand Image Workshop (CLBIW).

* Pitch Perfect session with Mr Redza from Imago consultancy Sdn Bhd

1. Attended TCLD discussion with downstream.

* Discussed back on the criteria for nominations for the candidate.

**EMPLOYER’S REMARKS:**

**Date: 19/3/2021**

1. Final Year Project discussion with Ajlaa

* Update on the progress of the database
* Few amendments need to be done.

1. Continued to work on the TCLD database.
2. Admitted candidate and consultant from cubiks for Executive Coaching.

**EMPLOYER’S REMARKS:**

**Date: 22/3/2021**

1. Followed up the secretary for their superior’s confirmation to attend DC feedback session.
2. Make some amendments on the draft of final report.
3. Admitted candidate and consultant for DC assessment Day 1 with Dr Mahpuzah

**EMPLOYER’S REMARKS:**

**Date: 23/3/2021**

1. Admitted candidate and consultant for DC assessment Day 2 with En Wan Khairul

Nizam.

1. Edited the Talent Review deck with their MBA result for En Yazman and En Luqzan.
2. Updated the DCDW database with candidates that have been approved at MoM

**EMPLOYER’S REMARKS:**

**Date: 24/3/2021**

1. Admitted candidate and consultant for DC assessment Day 3 with En Nor Syamrin.
2. Attended discussion for TCLD Talent Review with the team.

* Review back the list of new nominations submitted from the Downstream business.

1. Attended discussion for Talent Q Deck review.
2. Revised back the talent Q deck before briefing it to the new nominations of TCLD 2021

**EMPLOYER’S REMARKS:**

**Date: 25/03/2021**

1. Admitted candidate and consultant for DC assessment Day 4 with Mr Ng Kheng Meng
2. Attended Corporate Leadership Brand Image Workshop (CLBIW).

* With the topic of Effective Communication for leaders.
* Discussed on the etiquette and manners when meeting with people.
* Sexual harassment.
* How to give first good impression to people.

1. Added up new column for Tier in the TCLD nominations template 2021.

* Inserted the link of the talent profile for Succession Planning Deck

**EMPLOYER’S REMARKS:**

**Date: 26/03/2021**

1. Admitted candidate and consultant for DC assessment Day 5 for re-assessment candidate.
2. Attended Corporate Leadership Brand Image Workshop (CLBIW)

* With the topic Projecting Business and Social Savvy.
* Men’s Grooming session with Dato Fazley Yaakob.

**EMPLOYER’S REMARKS:**

**Date: 30/3/2021**

1. Admitted candidate and consultant for DC assessment Day 7 for Datin Habsah.
2. Drafting my final year report.

**EMPLOYER’S REMARKS:**

**Date: 31/3/2021**

1. Admitted candidate and consultant for DC assessment Day 8 for En Saiful Azuan.
2. Edited on the TTM an Overview deck.
3. Received LCs result to be verified for DC candidates

**EMPLOYER’S REMARKS:**

**Date: 1/4/2021**

1. Received the TTM’s Pet database.

* Extracted the data.

1. Received the DC assessment report for February batch.

* Imported the result to the DCDW database.

1. Admitted candidate and consultant for DC assessment Day 8 for En Adaham.

**EMPLOYER’S REMARKS:**

Date: 2/4/2021

1. Admitted candidate and consultant for DC assessment Day 8 for Pn Rahmah.
2. Attended Corporate Leadership Brand Image Workshop day 5

* Corporate Make up look
* Hijab Styling

1. Extracted data for Succession Planning.

**EMPLOYER’S REMARKS:**

Date: 5/4/2021

1. Imported all the DC results from report to the database.
2. Edited on the Final Report draft before submitted.

**EMPLOYER’S REMARKS:**

**Date: 6/4/2021**

1. Lunch at KLCC with TTM Teams as well as my farewell.

* Office tour with Ajlaa
* Lunch with the whole team members of TTM.

1. Verify the PD&T TCLD nominations FY 2021.

**EMPLOYER’S REMARKS:**

**Date: 7/4/2021**

1. Edited the TCLD database for minor amendment.

* Revised back the status and the data updated.

**EMPLOYER’S REMARKS:**

Date: 8/4/2021

1. Work on the Pet’s TTM database and analyze the data submitted from the respondents.

* Analyze the LCs criteria that have been selected by the leader.
* Choose for rating 4 and 5 from the DC assessment of the candidates.

**EMPLOYER’S REMARKS:**

Date: 9/4/2021

1. Emailed the TCLD candidates 2021 for downstream business of their Talent Q results.

* 66 candidates for downstream business.
* Need to email them personally as the report is confidential.

**EMPLOYER’S REMARKS:**

Date: 12/4/2021

1. Attended discussion for TTM’s Pet progress.

* With Ajlaa and Syafiq.
* Updated on the analyzed data of the LCs criteria selection.
* Need to do other alternative of analyzing the data.

1. TCLD Database status updated

* Check back the unsuccessful status with blank remarks
* Need to verify their remarks from master data of every batch submitted.

**EMPLOYER’S REMARKS:**

Date: 13/4/2021

1. Edited on the TCLD Talent Q briefing deck for the new nomination’s candidates of 2021.
2. Attended briefing for Talent Q and What is TCLD program with the candidates from all business.
3. Uploaded the HR Report of DC Assessment in Talent Engine for March Batch.

**EMPLOYER’S REMARKS:**

Date: 14/04/2021

1. Attended discussion for TCLD database

* Checked everything in the database before hand in back to the organization.

1. Focused on the TCLD database

* Last stage of the development.

1. Filled the Handover notes for the organization before sign out.

**EMPLOYER’S REMARKS:**

Date: 15/04/2021

1. TCLD database handover for the organization.
2. Admitted the consultant from Cubiks to Executive Coaching session for the leader.
3. Attended Pitch Perfect discussion with the team.

**EMPLOYER’S REMARKS:**

Date: 16/4/2021

1. Attended Handover Session with the team

* Explained the work that I have being working on to them.
* The progress and the latest updated from me

1. Farewell Petroliam Nasional Berhad 😊

**EMPLOYER’S REMARKS:**