


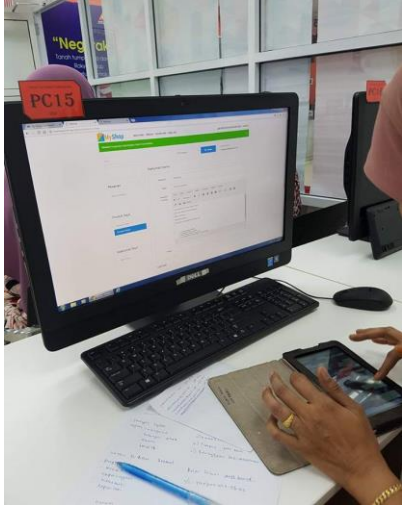

Guide for Activity Report Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA												
Name of event Nama acara / program	BENGKEL KDB & DASHBOARD													
Date & Time Tarikh & Masa	8 JUN 2017													
Location Lokasi	PI1M JELI, KELANTAN													
Purpose Tujuan	MENINGKATKAN ILMU PENGETAHUAN TENTANG PERISIAN KAWALAN IBU BAPA & FUNGSI DASHBOARD													
Details of recipients Butiran Penerima	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BIL</th> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO IC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>SAMSI AH MAT RONI</td> <td style="text-align: center;">630125-03-5618</td> </tr> <tr> <td style="text-align: center;">2</td> <td>ROHANA BT ROMLI</td> <td style="text-align: center;">790702-03-5646</td> </tr> <tr> <td style="text-align: center;">3</td> <td>MAZIYAH MUSTAPA</td> <td style="text-align: center;">741005-03-5914</td> </tr> </tbody> </table>	BIL	NAMA	NO IC	1	SAMSI AH MAT RONI	630125-03-5618	2	ROHANA BT ROMLI	790702-03-5646	3	MAZIYAH MUSTAPA	741005-03-5914	
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Details of contribution Butir-butir berkaitan dengan aktiviti	<p><i>Amount in RM, cash, in kind (ie. netbook, training), distribution method et</i></p> <p>BENGKEL KDB IAITU KESEDARAN/PERANAN IBU BAPA TERHADAP PENGGUNAAN INTERNET DAN TEORI DAN PRAKTIKAL DASHBOARD KEPADA KOMUNITI TERUTAMA MY KOMUNITI & MY SHOP</p>													
Benefits of the contribution Kebaikan / kelebihan aktiviti	<p><i>How it will help, increase penetration rate, literacy</i></p> <p>BENGKEL YANG DIADAKAN MEMBERI ILMU PENGETAHUAN DAN DIDIKAN TERHADAP PERANAN IBU BAPA DALAM MENGAWAL KANAK-KANAK (ONLINE GROOMING)</p>													
Name of VIP Nama VIP	<p><i>Title, designation, organisation</i></p> <p>TIADA</p>													

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Name of guest VIP Nama tetamu daripada VIP	<i>Title, designation, relationship with SKMM or beneficiary</i> TIADA	
Main execution Pelaksanaan aktiviti utama	<i>Describe how the main activity was carried out</i> TAKLIMAT DAN BENGKEL KDB DAN TEORI SERTA PRAKTIKAL DASHBOARD	
Supporting activities Aktiviti Sokongan	<i>Example - Kenduri, face painting, health checks etc</i> KELAS SKIN CARE	
Other participants Peserta Lain	<i>Service providers, government agencies, village heads, NGO, police etc</i>	
Photo caption Keterangan gambar	<i>Describe activity in every photo provided</i>  AKTIVITI 1: TEORI DASHBOARD	<i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i>

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 <p data-bbox="565 800 1247 863">AKTIVITI 2: PRAKTIS APLIKASI MY SHOP – MUAT NAIK PRODUK/IMAGE</p>  <p data-bbox="565 1598 1276 1661">AKTIVITI 3: AKTIVITI SAMPINGAN – BENGKEL SKIN CARE</p>	
<p data-bbox="77 1772 480 1864">Photo caption names Keterangan gambar berserta nama</p>	<p data-bbox="565 1772 1247 1835"><i>Names of significant people in the photo (from left to right)</i></p> <p data-bbox="565 1871 656 1898">TIADA</p>	

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Translation Terjemahan	<i>English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran</i>	
Supporting documents Dokumen Sokongan	<i>Include speeches, souvenir programme, agenda etc Termasuk ucapan, cenderamata, aturcara dan lain-lain.</i>	<i>Enclose as attachment Sebagai lampiran</i>

**PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE
CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE
EVENT**

**SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN
PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI
KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM
BERLANGSUNG**