

# Narrative: skill and on-the-job training essay sample



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## B. Insights Problems Encountered Suggestions & Recommendation

### Challenges

Challenge is test of one's abilities or resources in a demanding or stimulating situation and it's always present. First day of training is a big challenge for me, I must consider all the policies and procedure in a particular department. Also a challenge to meet their expectations as IT student. I must bring all ideas I had. During my training on-the-job-training, I push to work better.. That was a big challenge for the me. I was only a trainee, so the supervisor must supervise us and not to let us handle a situation than he didn't know. And because of that, I learned to put a dedication to my work.

### Recommendation

The students must have a good company that would give them a good training ground and would enhance their knowledge and capabilities. An out of town training would give more self esteem to the students. Every trainee must focus to their work, they should be aggressive in order to learn. The trainee should observe the proper attitude while working and always feel confident.

### Dedication

The successful realization of this Narrative report is gratefully dedicated to all the person who shared their time and efforts in making this report. My ever loving parents, relatives and friends, and above all to Our Almighty God, this achievement is lovingly and heartily dedicated.

## Chapter I

### INTRODUCTION

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One method of enhancing and enriching the skills of students is by undertaking the On-the-Job Training. Students who are taking up Bachelor of Science in Information Technology are given the chance to undergo the so called On-the-Job Training to be able to apply the knowledge they acquired from school to their respective chosen agencies. It is the beginning of the greatest educational experience a BSIT student would encounter. It is one way of developing their sense of responsibility upon performing the given task by their supervisors and the rest of the office staff. It is also the time for a BSIT student to develop the desirable traits of a future office worker. Thus, a BSIT student has the opportunity to develop attitudes, skills and understanding which is necessary in the field of information technology particularly in the IT/ computer-related workplaces as IT professionals.

As BSIT students, the On-the-Job Training provides a background of what is really going-on in a certain office. On-the-Job Training provides the opportunity in promoting worthy values and developing strong moral character among other people in the community. It is one of the factors that are helpful to the students in enriching and enhancing their knowledge learned at school. It is also one way of preparing the BSIT student in the real world of works after schooling. The development of the student who undergoes such training can be determined through the trainee's ability to accomplish work by following instructions and performing duties and responsibilities obediently and diligently. The-On-The-Job-Training was conducted at Microgenesis Business System in Makati city, from November 5, 2012 to December 3, 2012 for a total of one hundred eighty (180) hours.

#### Summary and Conclusion

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As a graduating student who is taking up Bachelor of Science in Information Technology, the course requires us to undergo the On-the-Job Training in order to experience the real world of works. And this activity will help us to enhance our skills and to succeed in our future workplace. Upon completing the number of hours needed for my On-the-Job Training, this is the summary and report of experiences and activity that I have undergone during my On-the-Job Training at the Microgenesis Business system, Makati City. This activity is one of the most unforgettable and remarkable periods in my life. It is the time when a student has to adjust himself/ herself to the nature of the agency where he/she belongs. During those days I am always busy, working in the office, dealing with my supervisor and office staffs . On-the-Job Training was not really an easy task at all. Through this activity, I realized that working is not an easy job and that every person differs in so many ways. This activity helped me a lot in developing my personality as well as boosts my self-confidence in the workplace. It was a fruitful and enjoyable despite those hardships and problems I have encountered.

It really enriched my knowledge and skills. It gave me also strength to face those trials that awaits me after graduation. This will serve as my stepping-stone to fulfil all my goals in my life. As a conclusion, I am very thankful that I have already successfully finished my National On-the-Job Training at Microgenesis Business System, Makati City. I really learned a lot from the activities performed that provides situation for development. I'm looking forward to apply all what I have learned in the actual performance in my future workplace. Participation The experience of working and being a

trainee is one great chance for students like me. Not all students were given the chance to experience training in a company with dedicated employees.

Being a trainee for 1 month at the Microgenesis Business system gave me the opportunity to get closer to the employees. I am happy that I have created a good working relationship with my co-trainees and to assembly department employees. Although I had committed errors in some of the tasks given to me and neglected some instructions, it never became a cause for them not to give me a task. They were all very understanding and always gave instructions clearly. Working under pressure is one object that I have learned at the Microgenesis Business System I have seen how devoted they were to their profession. As a trainee, I work every task assigned and ensure that I made those tasks more presentable and nice. I am grateful that I never had any conflict with them and even with my co-trainees

#### Interaction

I discovered the unusual changes in attitudes and lives of others. I realized that job description should comprise both general areas of responsibilities, in addition to particular assignments. I have developed my public relations by means of consistent dialog in individual in all walks of life. Accomplishment and Distribution

Staying at the Microgenesis Business System trained me how to work with self-confidence and self-reliance yet under pressure. Always be patient to finish the entire task and always be prompt. Should work with your best and quickly but steer clear of committing errors, pursue each instruction and in

so far as possible. Never depart your place of work and be liable enough to finish work on time.

### Observation

Learning from experience is often times better than learning without perform. There are many instances that yet a certain individual gain adequate imaginary views and become familiarize with the set values of a certain course. On-the-job training is needed every student to have more skills and knowledge through their courses. To be knowledgeable in instance for having a real and actual job.

### Narrative experience

On the first day of our national OJT, I and my co-trainee's go on interview. Conducted by Sir Jhun Macauna, the Supervisor. All of us were assigned in the Assembly Department. In the assembly department we introduce ourself. After that they teach us how to configurate computer properly when it comes to troubleshooting. One month of my OJT, same task was assigned to me. We checked the monitors if it is functioning and if it has a dead pixel. We checked also the keyboard and mouse if it is functioning also.

From there, Sir Jhun Macauna our supervisor while Sir Jing, Sir Benedict and Sir Raymond guiding, teaching, assist and helping us to accomplish successfully whatever tasks given. First we had to carry out system case and the parts needed to be assembled from the stock room. After we assembled the unit we will image and install application software's that needed. There's something error when we are installing software but our Sir's had come to it and helping us. After we over and done with installing software another tasks

given to us. We cut some checklist and stickers that needed. Afterward, we fixed the monitors and system unit at the office then we put them to the stock area. In my last week of my OJT,

### Equipment

Computer- this is the device wherein the employee used in sorting records and checking the important information about their customer. Printer

- Telephone- device used to make a call-outs and to communicate to other employee in their office and to communicate to customer. People the employees of the Microgenesis business system especially in assembly department are very supportive and cooperative. To view in their desire to render good quality, they would like the OJT to do the same that's why they will teach the technique and technical to know how. They treat us also one of their families. Problem meet and solution Offered

The always cause of faults if the work and assign in duties to be done came not familiar and when i feel shy. And also not listening well in what they say. solutions

to make appropriate responses when someone does something to that the solution is to make a further study and experience with more practices and preparation to your expected jobs. And listen authentically.

### Daily Report

December 17-21, 2012

- \* I put stab to the attachment and put a date and sign it
- \* I arranged the checked according to their numbers

\* I punched the attachment and put to a folder

\* Sorting of files according to latest date.

National

Nov 5-9, 2012

On the first day of our national OJT, I and my co-trainee's go on interview. Conducted by Sir jHun Macauna, the Supervisor. All of us were assigned in the Assembly Department. In the assembly department we introduce ourself to the employees before our work started. After that they teach us how to configurate computer properly when it comes to troubleshooting, installing and partitioning. And they teach us how to image the computer. Sir Jing give some reminder before we assemble the unit. On this day we assemble a unit.

Nov 12-16, 2012

We do the same task again assemble a system unit. After we assemble the unit we put image. And install operating system . And put some data to their portal.

Nov 19-23, 2012

Same task again.. and we pack the finished product to their cartoons and put it to the stock room. After that I put and edit some data about their customer using excel. Nov 26-30, 2012

We checked the monitors if it is functioning and see if it have a dead pixel. And we checked also the keyboard using keyboard test. And the mouse also if it is functioning. We cut checklist and stickers to be put in the finished products. On the last day we install operating system and partition the computer.