

Narrative report



jose byron alegre... this is my ITnarrativereportformat-sample Chapter 1

INTRODUCTION On the job training (OJT) is job training that occurs in the work place. The new employee learns the job while doing the job and while earning his or her pay check. On the job training is also called hands on training. On the job training has many advantages, but it can also have a few disadvantages if the OJT is not properly planned and executed. The goal of the OJT program is to place participants in occupations that will enhance their prospects for long-term employment and will ultimately permit them to become self-sufficient. OJT involves the acquisition of specific skills and employment competencies, through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs. It is the responsibility of supervisors and managers to utilize available resources to train, qualify, and develop their employees. On-the-job training (OJT) is one of the best training methods because it is planned, organized, and conducted at the employee's worksite. OJT will generally be the primary method used for broadening employee skills and increasing productivity. It is particularly appropriate for developing proficiency skills unique to an employee's job - especially jobs that are relatively easy to learn and require locally-owned equipment and facilities. One major drawback of on the job training can be finding the right time for it. The person responsible for giving and evaluating the training has to be sure that his or her other job responsibilities are being met. Another disadvantage of OJT is that it can be difficult to find the right person to conduct it. The person doing the training must have the knowledge and skills with the same equipment that the learner will be working with. Care must also be given not to pass on sloppy work habits or unintentionally teach irrelevant or inefficient work methods to

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the new worker/learner. If these disadvantages are eliminated, however, on the job training can be beneficial for both the company and the new employee. OJT can be cost-effective for the business since a separate training program isn't required and the training is part of the actual work shifts. No extra equipment is needed as the new worker learns on the equipment needed for the job anyway. On the job training often works out really well for the new employee since traditional training periods tend to have a training allowance that may be lower than the regular pay scale for the job. The Laguna State Polytechnic University supports the on-the-job training programs of the College of Arts and Sciences to uplift the morale, productivity and professionalism of the aspiring employees under the Information Technology Program of this university.

Historical Background of the Company Type the information here. Vision/Mission/Objectives of the Company Type the information here. Organizational Chart of the Company Type the information here. Department/Division/Section Type the information here. Personnel In-Charge and Designation Type the information here. Inclusive Dates of Training Type the information here.

Chapter 2 IN-PLANT TRAINING PROGRAM

In plant training is a compulsory part in the academic duration of College of Arts and Sciences Information Technology Degree and Diploma programs under various agreed universities and educational institutions. Which is not to be completed for just like a certification course. This training period plays the unique role in every student's life. Training in the sense it provides the various ideas and also leads the students to think out of the boundary limit in order to encourage their creativity and innovating skills. The Destination of this in-plant training program is to give the full fledged energy to the students to face this world

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with basic knowledge about the companies and process involved over their in various modules, so that he/she will be make themselves in which process they are going to show their interest. After the successful completion of studies, students have to face this competitive world with this knowledge to face many problems and to find the right solutions which is to be solved in the minimum duration of time. Some problems to be solved by our knowledge but some problems are to be solved only by our experience.

Experience gained by us by knowing the errors possibilities and also know to troubleshoot the error possibilities and also to think & design the elimination techniques logically & technically. This in-plant training program of the university IT Program focuses on knowledge and skills development prior to the application of the IT theories and concepts. University linkages Industry experts from relevant fields would provide insight and training to the students.

TIMETABLES A timetable or schedule is an organized list, usually set out in tabular form, providing information about a series of arranged events: in particular, the time at which it is planned these events will take place. Table 1. The Weekly Agenda of the Student Trainee. | DAY | TIME | JOB

DESCRIPTION	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Areas

of Training Type the information here. Function and Duties of Employees

Type the information here. List of References in the Company Library The

table below shows the available manual or handbook as references of

individual employee pertaining to the policies and guidelines set forth by the

organization. Table 2. Company Library References. | Company References |

Description | | | | | Chapter 3 DAILY ROUTINARY ACTIVITY In this chapter,

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the student trainee presents the day-to-day standardized actions or procedures that are followed regularly and often repetitiously. NOVEMBER 2009 | DATE | JOB DESCRIPTION | | November 16, 2010 | | | November 17, 2010 | | | | | | DECEMBER 2009 | DATE | JOB DESCRIPTION | | December 01, 2010 | | | December 02, 2010 | | | | | | Copy paste the table. Chapter 4 SELF-ASSESSMENT In this chapter, the student trainee comprehensively self-assessed the additional knowledge and skills achieved during the training program. Achievements a. Skills and Current Technology Learned/Enforced Type the information here. b. Equipment, Machinery, Testing Apparatus, etc. Handled Type the information here. c. Strong Points Versus Weak Points Type the information here. d. Best Experience on the Job Type the information here. e. Evidence of Background Preparation Type the information here. Faults a. Causes Type the information here. b. Suggested Solutions Type the information here. Personal Relations: Integration with the Company Personnel Type the information here. Attendance and Punctuality Type the information here. Interest and Commitment Type the information here. Chapter 5 RECOMMENDATIONS In this chapter, the student trainee contains the insights toward how the on-the-job training incorporated to the Information Technology program offered by the College of Arts and Sciences will be enhanced, alternative solutions to have a better company management and advice to the upcoming student-trainees who will conduct work site training at the same company. Potential of the Company as a Training Ground Type an introductory paragraph here. Type an introductory paragraph here. Type an introductory paragraph here. a. Availability and Appropriateness of Facilities, Equipment, Tools and Machinery Type the information here. Type the information here. Type the information here. b. <https://assignbuster.com/narrative-report-narrative-essay-samples/>

Company Cooperation Personnel Type the information here. Type the information here. Type the information here. Assessment to the Duration of Training Type the information here. Type the information here. Type the information here. Proposed Revisions for the Improvement of the Training Program Type the information here. Type the information here. Type the information here. Advised to Future Student-Trainee Type the information here. Type the information here. Type the information here. APPENDICES
APPENDIX A Curriculum Vitae APPENDIX B Endorsement Letter APPENDIX C Parent’s Waiver and Consent APPENDIX D Certificate of Completion
APPENDIX E Evaluation Sheet for OJT APPENDIX F Daily Time Records
APPENDIX G Location Map APPENDIX H OJT Photos ----- Place the caption here. Place the caption here.