

About the trainee



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ABOUT THE TRAINEE SELF DESCRIPTION BEFORE AND AFTER * Before

Training I was a teenager who only knows to play all the time. I am an immature person. I don't want to handle difficult tasks and I don't want to take duties and responsibilities because I think I can't do and make those things by my own. Every time I am assigned to make some difficult tasks, I was pressured. There are lots of negative thoughts coming to my mind like " what if I did not finished it on time? What if they don't like what I've done? What if they get angry with me because I forgot some of their instructions and make some errors? Will they forgive me? " and etc. Those are the reasons why I don't want to take any responsibilities. * After the Training

After the On-the-Job Training, I can now handle difficult tasks and finish it on time. I can now take duties and responsibilities. I am not afraid of making mistakes because I've realized that making errors and mistakes was not that bad. It can help me improve myself. It also gives me experienced so that if there's a problem that I am going to face, I know what I am going to do. And I know how to get rid of it. I now have confidence in facing different kinds of people and talking to them. Having the On-the-Job Training is more fun than what I think before.

PROBLEMS ENCOUNTERED IN THE OFFICE Everyone has a problem, even in school, family and organization. When I was on my training at Quezon City Hall, Department of Building Official, I encountered problem which is the feeling of being not welcome in their company, I felt that some employees don't like me, maybe they don't want me to be part of their tasks. This problem isn't a big deal, I'm not sure if my feeling is true. Maybe my interpretation was wrong that's why I persuade to do my best to finish my tasks that they given. Maybe God was testing my patience at that time. As the day passes, I realized that my analysis about them was wrong.

They're just only serious during working hours. Another problem that I've encounter is during on the first day of our On-the-Job Training, we felt nervousness because we don't have any idea on what we are going to do inside the office. We don't know how to do the paper works inside the office. We've encountered lots of problems in the office. Like for example, we've answered phone call. We've heard the complaints of an angry applicant on the other line and don't know what we are going to say.

ABOUT THE TRAINER PROFILE OF THE TRAINER CHARACTERISTICS/ QUALITIES OF YOUR TRAINER

The characteristics that I've been observe to my trainer is that he is very strict in doing tasks. He doesn't want to see mistakes on works. Once he saw some problems, he will call him/her and talk him and make sure that those problems will be got rid. He also wants to see that everybody is working hard. He also wanted to see that everything is organized and in a proper order.

VALUES, CHARACTERISTICS LEARNED FROM YOUR TRAINER

These are the following values and characteristics I've learned from my trainer: * I learned to ask someone's help whenever I don't know how to do. Because in my mind there's a saying " marunong ang nagtatanong". * I become responsible. * I become more polite to others in the way to greet them. * I become more patience in the tasks given to us. * I learned to have confidence and strength to overcome my fears.

OFFICE PROCEDURE LEARNED IN THE OFFICE

- * Encoding/Typing
- * Answering phone calls
- * Making phone calls
- * Transferring phone calls
- * Recording calls
- * Removing materials from files
- * Stamping
- * Running Errands
- * Sorting Files

RATIONALE

On-the-Job-Training or OJT is job training that occurs in the work place. It has many advantages, but it can also have a few disadvantages if the OJT is not planned and executed properly. It is part of a college curriculum that aims to

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train and orient students about the work and their future career. It is very important not only to teach students their chosen career but to show students the reality about working. Most students nowadays are not serious in their training. They don't plan ahead and pick the best company that they can choose. Worst, they ended up cleaning the desk of their superior or doing unrelated tasks. Here is why students should not take OJT for granted:

1. If you will get a high evaluation grade, your employer might hire you when you graduate.
2. Your background OJT is very important when applying for a job. Oftentimes, employers will ask you the relevance of your training to your course and to the position you are applying for.
3. Some companies will give you a monthly allowance if you are doing well in your tasks.
4. OJT will be your training ground. If you still have no idea on what is meant to be a worker, OJT will give a hint of career realities.
5. Your OJT superior may recommend your skills to other companies whom he knows.
6. It will give you a sense of confidence that you can use when applying for a job after graduation.
7. Help individuals make informed career choices. Students should realize the importance of OJT on their future career. Having a good performance during OJT is very important especially now that there's a tight competition towards job seekers and the high qualification of companies.

ADVANTAGES

- * Pay One of the main advantages of OJT for workers is that they are able to learn essential job skills while earning a wage. Many employers pay their workers normal wages while they are in training; the completion of training may also grant workers pay raises or better work opportunities. The potential to be paid to learn is especially notable considering that higher education costs have increased rapidly over the past decade.
- * Relevance of Skills Another advantage of OJT vs. traditional

education and training is that skills learned are typically directly applicable to the work the trainee will perform. When you attend college or any other type of educational or training program, you learn skills in preparation for a career, but you will not know the exact skills that will be required when you get a job. Often graduates take jobs with very little relevance to their degree. OJT focuses on practical job skills that the trainee can begin using immediately. * Productivity From an employer's prospective, OJT can be an advantage in that it can increase the productivity of workers. Well-trained employees will be better at performing their jobs no matter what type of job they hold. Even though it is costly to train employees, the investment can pay off in the future as workers employ their new skills. Work that is low quality or performed improperly can also be costly; training can help eliminate these issues. * Team Building Another potential benefit of OJT is that it can help workers form closer relationships and build a sense of teamwork and trust. During OJT, newer workers often learn from more experienced workers who pass on their knowledge. This can help the experienced workers gauge and utilize the greatest skills trainees have to offer. Trainees who go through training programs with one another will be also likely to form close relationships. DISADVANTAGES The disadvantage of having an On-the-Job Training is that it was very difficult for us to find time to make our homework and projects. It was very difficult for us to work at the office at the same time study. By having On-the-Job Training, our schedule now become hectic. We always feel very exhausted every day.

RECOMMENDATION DUTIES AND RESPONSIBILITIES VI. NATURE OF THE

OFFICE * DUTIES AND RESPONSIBILITIES * NARRATIVE REPORT 1ST WEEK

This is our first week in the office, and we felt different kinds of feeling like

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excitement, joy, nervousness, pressure, and being tensed because we don't know what we are going to do inside the office. But when they started to orient us and taught us the works in the office, we now have the idea and we felt less pressured because of it. 2ND WEEK This is our second week in the office and we are starting to enjoy the office and the paper works here. I've learned how to answer phone calls. We've also arranged all the files alphabetically. 3RD WEEK This was a hectic week for me. I thought we will not able to finish all paper works in the office. But as time goes by, I can't believe that we've made it. But because I am very tired, I wanted to sleep. 4TH WEEK This week, we spend our time practicing for our presentation for the Christmas Party. But before we leave, we've made lots of office works. After we've finished those, we ask for the permission of our supervisor to leave for a while. 5TH WEEK We are all filled with happiness this week because we are all given the chance to be a part of the Department of Building Official Christmas Party. We are invited to join there and to give thanks to them; we present a dance number in front of them. 6TH WEEK After that week, all things were back into its normal way. This week, we've arranged all files, answer calls, encode and type files and etc. 7TH WEEK I get all files and I started to separate all files like in folder, answer calls, encoding, typing and etc. 8TH WEEK This week, we still make our office works like encoding, printing signboard permits, excavation permits, stamping and answering phone calls. We were too busy this week. 9TH WEEK It was the first time for me to make a call. At first, I am feeling nervous because a negative thought comes up to my mind; what if I make a mistake? Will they forgive me? But I am trying to be optimistic. I tell myself that I can make it! Then after that, I've made it! Another achievement for me! 10TH

WEEK We were too busy doing office works this week. We've done our daily office tasks and routines like stamping, encoding, typing, printing, answering phone calls and etc. 11TH WEEK I get all files and I started to separate all files like in folder. 12TH WEEK This week, we've started to arrange files like notices and started to distribute it to our bosses. 13TH WEEK This week, we still make our office works like encoding, printing signboard permits, excavation permits, stamping and answering phone calls. We were too busy this week. 14TH WEEK This is a hectic week for me. I thought we will not able to finish all paper works in the office. But as time goes by, I can't believe that we've made it. But because I am very tired, I wanted to sleep. 15TH WEEK We were too busy doing office works this week. We've done our daily office tasks and routines like stamping, encoding, typing, printing, answering phone calls and etc. 16TH WEEK This week, we've done our daily office tasks and finish it on time. 17TH WEEK This week, I felt sad because soon after, my 300 hours in On-the-Job Training will be end. If I have given a chance, I still want to stay as an OJT Trainee at the Department of Building Official. 18TH WEEK This is my last week as an OJT Trainee at the Department of Building Official. I am very happy but at the same time sad. Happy because finally, I completed our 300 hours that was needed for our Office Practicum. Sad because I will surely miss all my bosses, other employees that I used to know , the office works I did before, my co-OJT Trainees that became my friend even for a short period of time, the office, and also my working area.