



On the Job Training Narrative Report

NARRATIVE REPORT (AMPC Trainee)

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 help the students to increase their productivity and skills. It also helps the students to become a young professional. This is one of the method by which students are able to apply the theories and computations that they have learned from school. It also helps the students to acquire relevant knowledge and skills by performing in actual work setting.

May 28, 2013 was my first day of internship at Ayala Multi-Purpose Cooperative located at 8th floor, 111 Paseo De Roxas Building; Paseo De Roxas corner Legaspi street Makati City. During the first day of my training, I and my classmate whom also may co-trainee were first introduced to the head officers and also to the other employees of the company then we're given some brief information on how the company runs and what are the services they offer. After that, we've been oriented on the system used by the company and how they utilize it, and the accounting procedures that they use to treat for the accounts. On the proceeding time I was first tasked to do some clerical works like filing and sorting of stock certificates of a different person from the different companies.

On my training days, I was first taught by Sir Mackey which is the accounting head of Ayala Coop; he taught me how to check the total shares of the members and how to separate the terminated and active members. I was also taught on how to check and encode the new balmori codes of the members of the coop and other transactions under Sir Jennifer Luyun. Although I am only an OJT Trainee I was also entrusted by Ms. Emily Montino which is the IT head supervisor, to check the amortization schedule of the members where the types of loans are included and how much their loan is.

Since I am a OJT trainee, I was supposed to undergo other business job which was I have to train at the Customer Service for me to learned on how to deal with the customers as well as to be able to apply of what I've learned from my customer relation subject. At the Customer Service I am under the supervision of Ms. Frances Joy De Asis and Sir Arnel Balmes whom they taught me about the loans at AMPC as well as the loan process, answering telephone calls same as answering the emails and how to check for the vouchers of the clients and most especially on how to deal with the customers. I was also entrusted by Ms. Joy in checking and encoding of the Cheque of the members whom it is for their monthly payment in their loan and also I learned how to find the and check the Official Receipt of the customers.

As time went by, I learned to value intimacy and close-knit relationship with my co-trainees and superiors. I learned principles of archiving. I learned to handle my responsibilities and I also observed proper time management and a

Sample Of Narrative Report For On The Job Training

James H. Greene



Sample Of Narrative Report For On The Job Training:

Using Psychology in Business Mark Parkinson,1999 Mark Parkinson looks at an organization s most valuable resource its people and the approaches that can be used to maximize their performance The topics he covers trace a path through the rapidly growing field of business psychology from recruitment selection and psychometrics to team building individual development and workplace counselling

Resources in Education ,1991-04 Handbook for Analyzing Jobs United States. Training and Employment Service. Office of Technical Support,1944 Organized Training in Business James H. Greene,1928 **Resources in Vocational Education** ,1977 **Kentucky Administrative Regulations Service** ,2006

The Revised Handbook for Analyzing Jobs U. S. Department of Labor,1991 **Public Personnel Review** ,1944

The Way to Prison Work United States. Bureau of Prisons,1950 *Industrial Training Practices* Albert George Beverstock,1969 Government Reports Announcements & Index ,1984-05 Administrative Register of Kentucky ,1991

National Fire Codes National Fire Protection Association,1986 *The McGraw-Hill Guide to Effective Business Reports* Roy W. Poe,1982 **Management of Persistent Organic Pollutants in Pacific Island Countries** Therese Burns,2000 **Affirmative Action Report for Wisconsin State Government** Wisconsin. Division of Affirmative Action,2003

Work Maturity Programming for Youth Under JTPA. Rick Spill,Marianne Tracy,1986 Competency based programming for Job Training Partnership Act JTPA participants is a powerful tool that can be used by Private Industry Councils PICs to train youth in among other things the work maturity skills vital to finding and keeping employment Work maturity skills are involved in the following behaviors being on time for work working industriously while on the job getting along with others dressing appropriately following directions completing the tasks assigned and assuming responsibility About 450 Service Delivery Areas across the United States have developed competency based programs to teach work maturity or other competencies Each local system is made up of the following key components 1 PIC recognized competency statements 2 instruments to assess participant need 3 employability plans 4 classroom and on site training 5 evaluations of participant achievement 6 certificates of achievement and 7 documentation of participant activities Following the narrative overview of the issues involved in developing such programs the major portion of this report for job training professionals consists of seven descriptions of model programs The descriptions take the form of National Alliance of Business Bulletins The following sections follow the bulletins a selected bibliography a youth employment competency resource list and a transcript of U S Department of Labor regulations that affect work maturity competencies CML

Resources in Education ,1993 *The ... Mental Measurements Yearbook* Oscar Krisen Buros,1985 Customers who place a standing order for the Tests in Print series or the Mental Measurements Yearbook series will receive a 10% discount on every volume To place your standing order please call 1 800 848 6224 in the U S or 919 966 7449 outside the U S The most widely acclaimed reference series in education and psychology the Mental Measurements Yearbooks are designed to assist professionals in selecting and

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