



### 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

**M Walker**



## **Sample Of Narrative Report For On The Job Training:**

**Handbook for Analyzing Jobs** U.S. Training and Employment Service. Office of Technical Support,1944 A new approach and structured procedure for obtaining and recording job analysis data are presented in this handbook Through these concepts and techniques current and comprehensive information about job and worker requirements can be acquired for present and future programs concerned with the development and utilization of manpower potential The basic techniques described in this handbook are flexible and adaptable to meet such objectives as job restructuring and job development However it is not proposed that they be used for resolving problems concerning personnel practices union relations and similar matters The Revised Handbook for Analyzing Jobs United States. Employment and Training Administration,1991

Training and Reference Manual for Job Analysis United States Employment Service,1965 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 Annual Evaluation Report United States. Department of Education. Office of Planning, Budget, and Evaluation,1983

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*Sex Segregation in the Workplace* National Research Council,Commission on Behavioral and Social Sciences and Education,Committee on Women's Employment and Related Social Issues,1984-01-01 How pervasive is sex segregation in the workplace Does the concentration of women into a few professions reflect their personal preferences the tastes of employers or sex role socialization Will greater enforcement of federal antidiscrimination laws reduce segregation What are the

prospects for the decade ahead These are among the important policy and research questions raised in this comprehensive volume of interest to policymakers researchers personnel directors union leaders anyone concerned about the economic parity of women     Field Citations Training United States. Environmental Protection Agency. Office of Underground Storage Tanks,1991     **CPI Commodities and Services Data Collection Manual** ,1985     **Public Personnel Review** ,1944  
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This book delves into Sample Of Narrative Report For On The Job Training. Sample Of Narrative Report For On The Job Training is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Of Narrative Report For On The Job Training, encompassing both the fundamentals and more intricate discussions.

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    - Chapter 3: Sample Of Narrative Report For On The Job Training in Everyday Life
    - Chapter 4: Sample Of Narrative Report For On The Job Training in Specific Contexts
    - Chapter 5: Conclusion
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- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Of Narrative Report For On The Job Training.

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