



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

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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 *Resources in Education*, 1995

Fire and Emergency Services Instructor: Principles and Practice Forest F Reeder, Alan E Joos, 2019-03-28 The National Fire Protection Association NFPA the International Association of Fire Chiefs IAFC and the International Society of Fire Service Instructors ISFSI are pleased to bring you Fire and Emergency Services Instructor Principles and Practice Third Edition With a full library of technological resources to engage candidates and assist instructors Fire and Emergency Services Instructor takes training off the printed page This text meets and exceeds all of the job performance requirements JPRs for Fire and Emergency Services Instructor I II and III as well as two new levels for Live Fire Instructor and Live Fire Instructor in Charge of the 2019 Edition of NFPA 1041 Standard for Fire and Emergency Services Instructor Professional Qualifications Innovative features include Rapid access of content through clear and concise Knowledge and Skills Objectives with page number references and NFPA 1041

correlations Promotion of critical thinking and classroom discussion through the Training Bulletin and Incident Report features JPRs in Action feature identifying the specific responsibilities of the Fire and Emergency Services Instructor I II and III relating to the job performance requirements JPRs Tips geared toward the company level instructor department training officer and training program manager offering instruction techniques test writing and evaluation pointers and helpful notes on communication and curriculum delivery Realistic instructor scenarios with questions designed to provoke critical thinking in the learning environment New to the Third Edition In depth discussion of student centered learning Learner centered teaching methods and strategies Evidence based techniques for improving learning Expanded explanation of learning science Content that meets the live fire instructor and live fire instructor in charge JPRs of NFPA 1041 including Live Fire

Evolution Pre Live Fire Evolution Post Live Fire Evolution Foundations of Instructional Delivery: Fire and Emergency Services Instructor I International Society of Fire Service Instructors,,Alan E Joos,2018-12-21 The National Fire Protection Association NFPA the International Association of Fire Chiefs IAFC and the International Society of Fire Service Instructors ISFSI are pleased to bring you Foundations of Instructional Delivery Fire and Emergency Services Instructor I Third Edition With a full library of technological resources to engage candidates and assist instructors Foundations of Instructional Delivery takes training off the printed page This text meets and exceeds all of the job performance requirements JPRs for Fire and Emergency Services Instructor I of the 2019 Edition of NFPA 1041 Standard for Fire and Emergency Services Instructor Professional Qualifications Innovative features include Rapid access of content through clear and concise Knowledge and Skills Objectives with page number references and NFPA 1041 correlations Promotion of critical thinking and classroom discussion through the Training Bulletin and Incident Report features found in each chapter Company Level Instructor Tips offering classroom communication techniques instructor evaluation methods and helpful notes on curriculum delivery Realistic instructor scenarios with questions designed to provoke critical thinking in the learning environment New to the Third Edition In depth discussion of student centered learning Learner centered teaching methods and strategies Evidence based techniques for improving learning Expanded explanation of learning science **Resources in Vocational Education** ,1979 *Army Aviation Intermediate Maintenance* United States. Department of the Army,1979 **Research in Education** ,1973 Fire Service Instructor International Society of Fire Service Instructors,,Iafc,2013-04-22 New from the National Fire Protection Association International Association of Fire Chiefs and International Society of Fire Service Instructors Based on the 2012 Edition of NFPA1041 Standard for Fire Service Instructor Professional Qualifications Fire Service Instructor Principles and Practice Second Edition provides students with the up to date information required to meet and exceed the modern job performance requirements for fire service instructors In addition to scores of content enhancements throughout the text this Second Edition is now supported by an unparalleled suite of digital course management and student assessment resources Fire Service Instructor Principles and Practice Second Edition has been updated to include coverage of Fire Service Instructor Levels I II and III New chapters provide expanded emphasis on cultural diversity bias and discrimination in the development and delivery of training Fire Service Instructor Principles and Practice also includes practical coverage of Legal issues The learning process Communication skills Lesson plan development Safety during the learning process Instructor management **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 *Federal Register* ,1985-03-11 **Code of Federal Regulations** ,1982 **Process of Investigation** Charles A. Sennewald,John Tsukayama,2006-05-15 The Process of Investigation Third Edition is a book written to address the needs of the private investigator in the security field Continuing in the tradition of its previous editions this book covers essential topics which are often overlooked in works that concentrate on the public aspects of investigation Investigative skills such as surveillance techniques interviewing and interrogation evidence and confessions and written statements are all discussed and supplemented with updated case studies and examples from the authors own experiences Major revisions to The Process of Investigation include mention and coverage of the effects of 9 11 on the security industry the need to incorporate awareness of terrorism and terrorist activities when investigating any suspicious behavior and two completely new chapters Chapter 10 discusses interviewing and interrogations and is written by Doug Wicklander and Dave Zulawski premier experts in the field Chapter 23 addresses the issues of workplace violence and includes coverage of stalking domestic violence spillover into workplaces red flags and the Theory of Threat Assessment and Management TAM among other topics Additionally other more minor modifications in legislation that have been passed and implemented since the last edition are addressed throughout the book Serves as a valuable reference tool for both the student and the professional Contains practical information that can be utilized in real life investigative situations Includes two brand new chapters about interviewing interrogations and the Theory of Threat Assessment and Management Air Force Civil Engineer ,1968

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