Day 1 OJT Task Tracking

1. Setting Up the Work Environment

Activity: Established the work environment.

Details: Ensured all necessary tools, software, and equipment were properly installed and functioning.

Outcome: Created a prepared and efficient workspace, facilitating smooth workflow and productivity.

2. Ice-Breaking Session

Activity: Conducted an ice-breaking session.

Details: Participants shared three statements about themselves (two truths and one lie). The group guessed the lie.

Outcome: Fostered a collaborative atmosphere, encouraged interaction, and revealed interesting personal details in a fun and engaging manner.

3. Sharing a Motivational Quote and Explanation

Activity: Shared motivational quotes and personal explanations.

Details: Each participant presented a motivational quote that resonates with them and explained its significance.

Outcome: Provided insight into each participant’s values and motivations, served as a source of inspiration, encouraged positive thinking, and set a constructive tone for team collaboration.