**OJT Final Presentation Proposal (Exit Conference)**

**Prepared by:** Jaypee V. Carbonel

**Time:** The presentation should take place one week before the interns’ internship concludes, allowing ample time for HR and the AGM to complete the clearance process before their exit.

**Participants:** AGM, GM (Optional), Sir JIC (Optional) and the Head of Department, based on the interns' respective courses.

**1. Introduction**

The **OJT Final Presentation** serves as the culminating event of the trainees’ internship program, where they will showcase their learnings, experiences, and contributions during their stay at the company. This presentation will provide insights into their growth, professional development, and key takeaways from the training period.

**2. Objectives**

The presentation aims to:

* Summarize the **skills** and **knowledge** acquired during the internship.
* Highlight **projects, tasks, and contributions** made by the trainees.
* Share **challenges faced** and **how they were overcome**.
* Provide **recommendations** for the company’s improvement and for future OJT programs.
* Express **gratitude** to mentors and colleagues for their guidance.

**3. Presentation Format & Structure**

**A. Duration & Modality**

* **Total Duration:** 20–30 minutes
* **Mode:** Face to Face
* **Tools:** PowerPoint, multimedia materials, videos, etc.

**B. Presentation Flow**

**Opening Remarks**

* + Brief introduction of all trainees and their respective departments.

**Summary of Training Experience**

* + Overview of work assignments, key projects, and responsibilities.
  + Discussion of new skills learned and how they were applied.
  + Reflections on workplace culture, teamwork, and professional development.

**Challenges & Solutions**

* + Common obstacles faced during the internship.
  + How trainees adapted and resolved challenges.
  + Lessons learned from overcoming difficulties.

**Recommendations & Future Opportunities**

* + Discussion on how interns can apply the knowledge and skills they’ve gained to their future careers.
  + Suggestions for enhancing the OJT program for future trainees.
  + Suggestions for the company improvement

**Closing Remarks & Appreciation**

* A message of gratitude to mentors, managers, and colleagues.
* Personal insights and reflections from trainees.
* Farewell message and hopes for future collaboration.

**Expected Outcomes**

* Increased **awareness** of the trainees' **contributions** to the company.
* Clear identification of **skill development areas** during the internship.
* Strengthened relationships between trainees and professionals in the industry.
* Constructive feedback for **future internship programs**.

**Required Resources**

* Venue (meeting room or conference hall)
* Laptop, projector, and microphone
* Presentation slides & supporting materials
* Certificates of completion

**Conclusion**

This final presentation will serve as a **valuable reflection exercise** for the trainees and provide the company with insights on the **success and impact** of its OJT program. The event will foster **meaningful interactions** and **express appreciation** for the mentorship and guidance received.

**Interns are graded using the Intern Performance Evaluation Sheet as seen below:**

**Intern Performance Evaluation Sheet**

**Date:** [Insert Date]  
**Evaluator:** [Name]

**Rating Scale:**

🔵 5 - Excellent | 🟢 4 - Good | 🟡 3 - Average | 🔴 2 - Needs Improvement | ⚪ 1 - Poor

| **Criteria** | | | | **Description** | **Score** |
| --- | --- | --- | --- | --- | --- |
| **Introduction** | | | | Clarity in presenting themselves and the departments. |  |
| **Summary of Training Experience** | | | | Well-structured overview of tasks, projects, and responsibilities. |  |
|  | |
|  | | |
| **Challenges & Solutions** | | | | Explanation of obstacles and how they adapted/resolved them. |  |
| **Lessons Learned** | | | | Insightful reflections on growth and learning experiences. |  |
|  |
| **OJT Program & Company Improvement** | | | | Thoughtful recommendations for future trainees and the organization. |  |
| **Communication Skills** | | | | Clarity, confidence, and effectiveness in delivery. |  |
| **Professionalism & Preparedness** | | | | Demonstrated confidence, organization, and readiness. |  |
| **Gratitude & Reflections** | | | | Expressing appreciation and meaningful insights. |  |

**Additional Comments:**

✍️ [Evaluator’s Feedback]

**Overall Rating:** [Total Score] / [Maximum Score]