Narrative Report

As a SIPP Coordinator, I have a multitude of responsibilities to manage:

1. I am tasked with conducting a seminar for the OJT orientation. During this crucial event, I thoroughly discuss the do's and don'ts of an OJT, ensuring that participants are well-informed about the proper conduct and behaviors expected during their training.
2. I highlight the essential files that participants must have readily available, ensuring they are adequately prepared for the OJT program.
3. I meticulously outline the step-by-step process of the OJT itself, providing a clear and comprehensive understanding of what to expect throughout the training duration.

In the subsequent phase of my role, I visit various HTEs to establish and maintain a strong working relationship with them. During these visits, I address any concerns or queries they may have about the OJT program, further reinforcing our commitment to their success. These interactions also serve as opportunities for me to assess the quality of the training provided by the HTEs, ensuring that our participants receive a valuable and enriching learning experience.

My responsibilities as a SIPP Coordinator revolve around facilitating a successful OJT program by conducting informative seminars, establishing effective partnerships with HTEs, and guiding participants through their learning journey, ultimately contributing to their personal and professional growth.

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