**INTERNSHIP TRAINING PLAN**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employer | : |  |  | Contact Person | : |  |  | Contact Number: |  |
| Name of Trainee | : |  |  | Email | : |  |  | Contact Number: |  |
| Starting Date | : |  |  | End Date | : |  |  | Total Training Hours |  |

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| SKILLS TO BE LEARNED | ESTIMATED TRAINING HOURS | STARTING CAPABILITY  DATE MEASURED: |
| Clerical Work | 400 training hours | |  |  |  | | --- | --- | --- | | Not Skilled: |  |  | | Semi Skilled: |  |  | | Skilled: |  |  | |
| Organizing and managing documents | |  |  |  | | --- | --- | --- | | Not Skilled: |  |  | | Semi Skilled: |  |  | | Skilled: |  |  | |
| Assistance to the Immediate Supervisor | |  |  |  | | --- | --- | --- | | Not Skilled: |  |  | | Semi Skilled: |  |  | | Skilled: |  |  | |
| Automating some office procedures (FB Pages, google forms) |  | |  |  |  | | --- | --- | --- | | Not Skilled: |  |  | | Semi Skilled: |  |  | | Skilled: |  |  | |
| Lay outing |  | |  |  |  | | --- | --- | --- | | Not Skilled: |  |  | | Semi Skilled: |  |  | | Skilled: |  |  | |
| Graphics editing (photos/videos) |  | |  |  |  | | --- | --- | --- | | Not Skilled: |  |  | | Semi Skilled: |  |  | | Skilled: |  |  | |

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| SKILLS TO BE LEARNED | ESTIMATED TRAINING HOURS | END CAPABILITY  DATE MEASURED: |
| Clerical Work | 400 training hours | |  |  |  | | --- | --- | --- | | Beginner: |  |  | | Intermediate: |  |  | | Skilled: |  |  | |
| Organizing and managing documents | |  |  |  | | --- | --- | --- | | Beginner: |  |  | | Intermediate: |  |  | | Skilled: |  |  | |
| Assistance to the Immediate Supervisor | |  |  |  | | --- | --- | --- | | Beginner: |  |  | | Intermediate: |  |  | | Skilled: |  |  | |
| Automating some office procedures (FB Pages, google forms) |  | |  |  |  | | --- | --- | --- | | Beginner: |  |  | | Intermediate: |  |  | | Skilled: |  |  | |
| Lay outing |  | |  |  |  | | --- | --- | --- | | Beginner: |  |  | | Intermediate: |  |  | | Skilled: |  |  | |
| Graphics editing (photos/videos) |  | |  |  |  | | --- | --- | --- | | Beginner: |  |  | | Intermediate: |  |  | | Skilled: |  |  | |

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| Prepared by: | Noted: | Conforme: |
|  |  |  |
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