**SUMMARY/CONCLUSIONS**

**Things I learned in my OJT**

In my 3 months of OJT, I learned that in an industry you must observed the environment. You must also follow rules and regulations inside the company. It is also very challenging to be in an industry where you will be experiencing how challenging their task as an employee. How they are going to solve a certain task and problems. I cannot forget how I used to overthink how I am going to deal with the tasks our manager asks us to do. Luckily, I overcome those tasks and do my job as an intern in that certain company. With all those experiences I figured out that I am ready to be employed sooner or later in an industry that I am now well prepared for any task I am going to deal with. With all the knowledge I have I can say that it will be my weapon to be confident for whatever life challenges may come.

**RECOMMENDATION**

**“Over all Suggestions & Comments”**

For the future OJT’s, prepare themselves for a long journey and whatever the company ask you to do. Do not hesitate to do the task even if your only an Intern because that is the key to get the knowledge you need in the future if you are ready to be employed.

**“Proposed Revision for Improvements of Training Program”**

For the training program to improve the instructors should prepare the students well in engaging with different companies to work as an intern. Instructors should tolerate those who hasn’t been in a company. Or doesn’t start the Internship yet, because based on what I have experienced.

Finding a company and applying as an intern is very hard especially if the school doesn’t have recommendations to what companies the students should be in during their OJT.

**“Advised to Future OJTs to the Companies”**

My recommendation to aspiring OJTs is to find the best company that will fit your capabilities and allow you to develop and improve your skills is what I advise to aspiring OJTs. Additionally, It doesn’t stop there; you must also acquire the skills required for employment, even if you are incapable of doing so. Spend some time training yourself so that you may learn a lot from your mentor. And as a result, Exis, Inc. is dedicated to offering customers products and services that come with first-rate customer support and solutions that satisfy their business needs. You are also able to work for that organization.

**APPENDICES**

**Pictorials-Documentation**



**Certificates**

