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Submission date: 20-Mar-2021 02:36PM (UTC-0700)

Submission ID: 1537917152

File name: Progress_report.edited.edited.docx (13.18K)

Word count: 367

Character count: 1955

Memo: Progress Report

Name

Institution

Course

Instructor

Date

Memo

Date: March 21, 2021

To: Manager: HR Department

From: Trainee

Subject: Progress Report for The Training of Company's Newly Recruited Fresh Graduates

I hereby report to you about our training progress on May 1, 2019 and is scheduled to end on September 4, 2019. The training's main objective is to equip us, the company's newly recruited employees, with necessary personal and interpersonal skills in readiness for our upcoming assignments in the companies. Every morning before 8 am, we have been assembling our notebooks and pens for taking notes and the laptop and projector for the day's trainer at the MARAFIQ training center to help us achieve our training objective.

We have completed our off-the-job training, where we familiarized ourselves with the expected tasks ahead of us. We learned about production, maintenance, and processing of skills, the importance of e-learning, and all the skills required at work. This training was done in classroom learning, where we captured the lectures through note-taking, listening, and watching the audio-visuals presented to us by the trainers. Additionally, we learned about safety lessons as soft skills required in the industry. The training focused much on learning rather than performing job-specificity.

The major challenges we have encountered are the too many training materials to grasp within a short time, which sometimes makes the training confusing and cumbersome. We also experience

challenges with our transportation to and from the training fields because every day at 8 am, everyone must have reported to the training venue. This proves difficult since most of us have to use public transport means that characteristically get stuck in the traffic jam. The training is yet to capture the following areas: handling machinery, tools, and equipment at the workplace. I expect that at the end of the training, I achieve the best trainee award.

We have found the trainers to be objective during the lectures, and the training has been in line with the company's vision and mission. We are grateful for the company's dedication to ensuring that we are fully equipped with these necessary skills. We believe that after this, we will form very dependable members of MARAFIQ Company.

Regards,

Name

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