

	<b>METROPOLITAN NAGA WATER DISTRICT</b>		Document Code: <b>ASDF14</b>
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	<b>TRAINEE ACTION PLAN</b>		Effectivity Date: March 2017
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Republic of the Philippines  
**METROPOLITAN NAGA WATER DISTRICT**  
 No. 40 J. Miranda Avenue, Naga City

*6-1-3  
 trainee Actn Plan  
 Annex C-1*

**HUMAN RESOURCE DIVISION**  
 Manpower Planning, Recruitment, Training & Development Section

**TRAINEE ACTION PLAN**

**Title of Training:** \_\_\_\_\_  
**Duration:** \_\_\_\_\_  
**Venue:** \_\_\_\_\_

**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Length of Service in MNWD:** \_\_\_\_\_

**Brief Description of the Current Job/Position:**

\_\_\_\_\_  
 \_\_\_\_\_

**Seminars/Training/Workshops attended in the past two years:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List the three most important concepts that you have learned in the training.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

From what you have learned in the session, which skill or knowledge do you consider will be most useful in the long run?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

List the three ways in which your overall performance will be improved as a result of what you've learned.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_