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TRAINING PROGRAMS OF ASTEC POWER PERSONNEL

CASE STUDY

JENNY MANZANILLA MOJICA

*College of Economics, Management
and Development Studies*

CAVITE STATE UNIVERSITY
Indang, Cavite

April 2003

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TRAINING PROGRAMS OF ASTEC POWER PERSONNEL

**A Case Study
Submitted to the Faculty of the
College of Economics, Management,
and Development Studies
Cavite State University
Indang, Cavite**

**In partial fulfillment
of the requirements for the degree of
Bachelor of Science in Business Management
(Major in Economics)**



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JENNY MANZANILLA MOJICA
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Republic of the Philippines
CAVITE STATE UNIVERSITY
Indang, Cavite

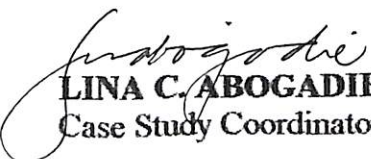

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Case study of : JENNY M. MOJICA
Title : TRAINING PROGRAMS OF ASTEC POWER INC.

APPROVED:


LUZVIMINDA A. RODRIGIN
Adviser
10 March 2003 Date

NELIA C. CRESINO
Technical Critic
3-18-03 Date


LINA C. ABOGADIE
Case Study Coordinator
March 31, 2003 Date

NELIA C. CRESINO
Chairperson, Department
of Management
4-2-03 Date


LUZVIMINDA A. RODRIGIN
Dean
3 April 2003 Date

Note:

Original copy to be filed in the Library and one copy to be distributed to each of the following: Adviser, Case Study Coordinator, Department Chairperson, Dean and Student.

ABSTRACT

MOJICA, JENNY M. Training Programs of the ASTEC Power Inc. Personnel, CEPZA, Rosario, Cavite. Case Study. Bachelor of Science in Business Management major in Economics. Cavite State University. Indang Cavite. April 2003. Adviser: Dr. Luzviminda A. Rodrin.

A study was conducted at ASTEC Power Inc. located at Cavite Export Processing Zone, Rosario, Cavite. Generally, the study aimed to analyze the training programs of the company's personnel. Specifically, it aimed to describe the internal and external training programs of the company; identify the internal and external skills training process of the company; analyze the cost and benefit of the training programs; and identify the problems encountered by the training section of the company.

Data used in the study were obtained through observation and personal interviews with the company's personnel. Other information were gathered from the files and records of the firm. Training modules and other reading materials were also utilized. Primary data on the benefits gained by the employees from attending trainings were obtained through personal interviews with the different personnel of the company. A total of 40 personnel were interviewed.

Using the descriptive method, the internal and external training programs, the basic and operational training requirements, and the different benefits gained by the company's personnel were analyzed. The benefits were measured through the comparison of the company's productivity in a two-year period.

ASTEC Power Inc. is a leading multinational power supply manufacturing company. In line with the firm's thrust to provide quality products that would result to total customer satisfaction, ASTEC is continuously sourcing for comprehensive

management and technical training programs that would meet the challenging needs of its manpower in terms of advanced skills and knowledge.

Internal training programs are conducted inside the company, attended by the company's personnel and sponsored by the company itself while the external training programs are conducted outside the company but are also attended by the company's personnel. The external training programs were facilitated by outside agencies depending on the location selected for the trainings. The internal and external training programs of the company for the year 2001 and 2002 were categorized into technical and non-technical training programs. These were conducted for the engineers, supervisors, managers, technicians, personnel and administration staff, material staff, staff and direct labors.

The training section is under the management of the Human Resources Department of the company. Training is given to the newly hired employees as well as to the regular employees categorized as direct and indirect labors. The employees are required to take the 15 basic training requirement and the operational training before they can start working to their respective work area.

Because of the nature of the power supply industry, continuous improvement of the workplace, work processes, systems and procedures is a constant challenge that ASTEC management and employees have to contend with. The efforts exerted will result not only in a better managed but also a more competitive company.

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TRAINING PROGRAMS OF THE ASTEC POWER INC. PERSONNEL¹

JENNY M. MOJICA

¹A case study report submitted to the faculty of the Department of Management, College of Economics, Management and Development Studies, Cavite State University, Indang, Cavite, in partial fulfillment of the requirements for graduation with the degree of Bachelor of Science in Business Management major in Economics with Contribution No. CS 2003-BM02-005. Prepared under the supervision of Dr. Luzviminda A. Rodrin.

INTRODUCTION

The power supply industry has shown extraordinary growth. While rapid technological changes have been the rule in many industries, the power supply industry is unique having triggered by these changes, witnessed the revolution in production methods brought about by automation- one of the most interesting application of electronics.

Training is a systematic acquisition of skills, rules and concepts and the formation of attitudes and values that result in improved performance in various work environments. While training remains only one of a number of alternative approaches towards human resources development, it remains the most utilized instrument for the development of adults, professionals and para-professionals alike, in a wide variety of specific areas