

## **Terms, Vocabulary and Lexicon related to Internships or On-The-Job Training**

- 1. Internship:** A temporary work opportunity provided by an organization to students or recent graduates to gain practical experience in a particular field.
- 2. On-the-job training (OJT):** Training provided to individuals while they are engaged in their actual work tasks or job responsibilities.
- 3. Mentor:** An experienced professional who provides guidance, support and advice to an intern or trainee during their learning and development process.
- 4. Supervisor:** A person in a position of authority who oversees and manages the work of an intern or trainee, providing feedback, direction and evaluations.
- 5. Learning objectives:** Specific goals or outcomes that an intern or trainee is expected to achieve or demonstrate during their training period.
- 6. Job shadowing:** A training method where an intern or trainee observes and follows an experienced employee to learn about their job duties and responsibilities.
- 7. Task rotation:** The practice of assigning an intern or trainee to different roles or tasks within an organization to provide a broader understanding of the operations.
- 8. Performance evaluation:** An assessment conducted by the supervisor or mentor to evaluate the intern or trainee's performance and provide feedback for improvement.
- 9. Professional development:** Activities or opportunities provided to interns or trainees to enhance their skills, knowledge and capabilities in their chosen field.
- 10. Networking:** The process of establishing and maintaining professional relationships with individuals in the industry, which can provide valuable connections and opportunities.
- 11. Industry-specific terminology:** Vocabulary or jargon specific to a particular field or industry, which interns or trainees need to learn and understand to effectively communicate and work within that context.
- 12. Project-based learning:** A training approach where interns or trainees work on specific projects or assignments to develop their skills and knowledge in a practical manner.
- 13. Feedback loop:** The process of providing regular feedback to interns or trainees, allowing them to reflect on their performance, make improvements and track their progress.
- 14. Skill development:** The process of acquiring new skills or enhancing existing skills through training, practice and hands-on experience.
- 15. Cross-functional collaboration:** The practice of working with individuals from different departments or areas within an organization to foster teamwork and gain a broader understanding of the business.
- 16. Industry best practices:** Established methods, techniques, or processes that are widely recognized and accepted as the most effective or efficient way of accomplishing tasks or achieving results in a specific industry.

- 17. Professional etiquette:** The accepted norms and behaviors within a professional setting, including communication, dress code, punctuality and respect for colleagues and superiors.
- 18. Work ethic:** A set of values and principles that guide an individual's approach to work, including qualities such as reliability, responsibility, accountability and diligence.
- 19. Confidentiality:** The obligation to keep sensitive or proprietary information confidential and not disclose it to unauthorized individuals.
- 20. Transferable skills:** Skills that can be applied across different roles, industries, or situations, such as communication, problem-solving, teamwork and time management.

These terms and vocabulary are commonly used in the context of internships or on-the-job training. They provide a foundation for understanding the key elements and concepts related to these learning experiences.

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