



**A TECHNICAL REPORT OF STUDENTS' INDUSTRIAL WORK
EXPERIENCE SCHEME(SIWES) REPORT**

HELD AT:

**OJO LOCAL GOVERNMENT SECRETARIATE,
OJO, LAGOS STATE**

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ND/23/TMT/FT/0018**

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**IN PARTIAL FULFILLMENT OF THE REQUIREMENT
FOR THE AWARD OF NATIONAL DIPLOMA IN
TOURISM MANAGEMENT TECHNOLOGY**

AUGUST-NOVEMBER 2024

ABSTRACT

This internship term paper was undertaken at the Department of Tourism Management Technology, Ojo Local Government Secretariat. One of the purposes of this field trip is to provide students in the department with hands-on experience as an extension of the theories being taught by the lecturers. This report provides an overview of my internship experiences and insights gained for the duration of 4 months at the organization.

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INTRODUCTION

BACKGROUND

As a student of History and International Studies, Ajayi Crowther University, I am required to undergo an industrial training program as part of my academic curriculum. This report documents my experience during the industrial training at the Department of Tourism Management Technology, Ojo Local Government Secretariat.

THE OBJECTIVES

- . Gain practical experience in the tourism industry.
- . Understand the role of local government in the tourism development.
- . Develop skills in tourism management and administration.

SCOPE

The industrial training lasted from 15th July to 13th September at the Department of Tourism Management Technology, Ojo Local Government Secretariat, Ojo, Lagos State.

COMPANY OVERVIEW

HISTORY

Ojo Local Government Area is located in Lagos State, South-East of Nigeria. It was established in 1989 as one of the twenty local government in the state, as a third-tier government administration in the federal system.

MISSION

To create an enabling environment for inclusive traditional institutions and community development at the grassroot level

VISION

To be the African model in the management of vibrant, well-developed and sustainable communities through an inclusive and responsive local government system.

DEPARTMENT STRUCTURE

The Department of Tourism is headed by the H.O.D whose name is Mrs. Odefunsho and assisted by Mr. Osun A. who also serve as the tour guide in the local government and Mrs. Elizabeth Jokotade.

FUNCTIONS OF THE DEPARTMENT

- . The Department of Tourism is responsible for promoting tourism development in Ojo Local Government Area.
- . They are responsible for the processing of State-sponsored pilgrimage to Jerusalem, Mecca etc. at the grassroot.
- . The Department of Tourism is responsible for the promotion of the grassroot culture at the national and international levels such as celebrating traditional festivals e.g. the ISESE DAY that takes place 20th of August every year etc.

TRAINING EXPERIENCE

JOB DESCRIPTION

My major responsibility in the office is to prepare or draft MEMOS for any event, type and print them, ensure they go through the chain of commands for approvals. I am also in charge of keeping records of incoming or outgoing mails in the department.

TASKS AND RESPONSIBILITIES

I attended meetings and events organized by the State government to promote tourism and culture. On several occasions I follow Mr. Osun who assists or stands in for the H.O.D whenever she is indisposed or unavailable to any event that promotes tourism that the department is invited to such as the TWINFEST AFRICANA which took place on 23rd to 24th of August 2024. It aims to promote the birth of twins in the State etc. I also represented the department at the 2024 Budget and Consultant Stakeholders Forum which involves all the stakeholders in the local government and attended by the Local Government Chairman himself and other dignitaries on the deliberation of the 2025 budget in which the department was invited to on 29th August 2024.

CHALLENGES AND SOULTIONS

I faced some challenges in my first month in the department. The department did not have a computer system to perform my responsibilities such as typing of MEMOS etc. We had to go other offices borrow theirs to do perform my duties.

I requested for a computer system from the authority and it was granted. A computer system was provided along with a printer.

ACHIEVEMENTS AND LESSONS LEARNT

SKILLS ACQUIRED

- . Event planning and coordination.
- . Communication and interpersonal skills.
- . I became proficient in making use of the Microsoft word.

KNOWLEDGE GAINED

- . I gained insights into the tourism industry and local government's role in promoting tourism.
- . Tour guiding and information management
Time management and organization etc.

CHALLENGES AND RECOMMENDATIONS

CHALLENGES

- . costs of transportation
- . Delay of approval of payment vouchers
- . lack of logistic services

RECOMMENDATIONS

- . Provision of staff bus in the department to enhance less costs of transportation for staff in the department.
- . Prompt and quick approval of payment vouchers to ensure the smooth operation of tourism-oriented events.
- . Provision of means of transportation for items or equipment needed to organize events that promotes tourism.

CONCLUSION

In conclusion, my industrial training experience at the Department of Tourism, Ojo Local Government Secretariat, has been an invaluable and enriching experience that has significantly enhanced my knowledge, skills and understanding of the tourism unit.

The training has equipped me with practical skills in tourism event planning, and tourism information management. I have also gained valuable insights into the role of local government in tourism development, the importance of cultural heritage preservation and the impact tourism on local economies. I witnessed firsthand how stakeholders from various sectors came together to promote tourism initiatives, and I was impressed by the dedication and commitment of the tourism officers.

Moreover, this training instilled in me a sense of responsibility and ownership, as I realized that tourism development is not solely the responsibility of the government agencies but also requires active participation from individuals and communities.

I am now aware of the potential of tourism to drive economic growth, create employment opportunities and promote cultural exchange.

In addition, this experience has taught me the value of adaptability, resilience and continuous learning.

Finally, I express my gratitude to the management and staff of the Department of Tourism, Ojo Local Government Secretariat, for providing me with this opportunity. Their guidance, support and encouragement have been invaluable and I appreciate the trust they reposed in me.



Mr. Adesola, other IT students and I during a visit to the Olojo of Ojo