

# [Sample training report essay](https://assignbuster.com/sample-training-report-essay/)

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UNIVERSITY OF PUNE SINHGAD COLLEGE OF ENGINEERING DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_ ICS 399, SUMMER TRAINING REPORT STUDENT TRAINING PLACE NAME : ADDRESS : TRAINING DATE: Starting …… /..

… /….

. Completion: ….

. /…. /…

. PHONE NO: WEB ADDRESS: ……. …………………………….. TABLE OF CONTENTS INTRODUCTION AIM & ESTABLISHMENT OF THE COMPANY • Establishment of the company • Location of the company • Types of services/products given/produced • Mission statement and aim of the companyPOLICY OF THE COMPANY • Policies concerning customer services, personnel (motivation, how staff are expected to behave etc. ) • Production, advertising/promotion, environment etc.

Example: o The customer is always right o Do not harm the environment o Staff must wear uniform DEPARTMENTS OF THE COMPANY • Organizational chart of the company PERSONNEL OF THE COMPANY • Number of staff (general and in each department) • Age groups • Education level • Experience Behavior, dress and grooming WORK EXPERIENCE For each project week, describe • The name of the project • The department you worked in • Layout of the office • Job description • Machines used • Computer programs used • People whom you dealt with • What did you do? • What did you learn? • How will this experience help you in the future • Limitations o Problems faced o What was missing/lacking? o How could you have done your work better? o How could you have gained more experience a. Week 1 … b. Week 2 …… …… …… c.

Week 8 CONCLUSION and RECOMMENDATIONS Summary Your thoughts, views and comments in general about the company and your work experience. • What courses did you heavily use • What courses do you thing the department should introduce. APPENDICIES • Program Code • ER diagrams Note: • The above guidelines are the minimum requirements your project should include.

• You can come with a better title page than the one I have suggested. • Your report should be around 20 pages.