

# Sample training report essay

[Media](#), [Advertising](#)



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 company  
POLICY 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 think  
the department should introduce. APPENDICES • 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.