

Training Final Report

Note: This report must be submitted after 250 training hours.

Student Name	KAU ID	Course Code	Section

Section 1: Company brief

1. Organizational Structure
2. Main product
3. Market
4. Size

Section 2: List of tasks/projects assigned to you with brief description

	Task	Description
1		
2		
3		
4		

Section 3: Approach

This includes partitioning of the problem into tasks and subtasks, scheduling of these tasks over the training period, determining milestones to monitor progress, needed tools and equipment, and expected results.

Section 4: Analysis and discussion of results versus the expected ones

Tasks fully or partially accomplished and those unaccomplished, degree of accomplishment, analysis of problems or unexpected difficulties, problem solutions or attempted solutions, deviations from the planned schedule and reasons, experience gained, techniques learned.

Section 5: Conclusion

This includes partitioning of the problem into tasks and subtasks, scheduling of these tasks over the training period, determining milestones to monitor progress, needed tools and equipment, and expected results.

References

Appendices

	Company Supervisor	Signature	Date	Stamp
Approval				