**Report on the completion of practical diploma training**

*(to be handed in within 30 days after the end of the training)*

First name, surname: …………………..……………………………………………………………

Study program and field: .…………….……….……….…………………….……….…………….

Organisation name, address: ………………………………………………………………………

Training period and extent (in hours total): ……………………………………………………….

Student’s position: …………………………………………………….…………………………….

Date of the report completion: ……………… Student’s signature: …………………………

Recommended structure of the report (2 – 3 standard pages of the A4 format):

1. Brief description of the company
2. Company aims
3. Work content and timesheet
4. Use of knowledge and experience from courses studied at FRDIS for the training
5. Suggestions leading to improvement of work performance of the position the student performed within the company or leading to changes in the organization
6. Contribution of the training for the student and his/her further study or future employment
7. Comments on the course of the practical diploma training