Guidelines to Prepare Industrial Training Report

Introduction

Writing training reports is not that easy. Followed properly, the guidelines given in this handout help you writing a report at least to a minimum acceptable level (hopefully a good one).

Cover Page

Top
National Apprentice & Industrial Training Authority
(As the training provider NAITA-24pts)

Centre
Report on Industrial Training (20pts)
At (16pts)
Mobitel (Pvt) Ltd (20Pts)
Colombo 08

Bottom
- Name of the Academic Institute
  Advanced Technological Institute
  Naiwala (16pts)

This should be 9 cm above the bottom of the page

Bottom left
- Student details: (14pts)
  Name :
  Student Number :
  Course :
  Field :
  Training Period :

Note: Please refer the figure No.1

Guidelines for Inner Pages

Include the following before writing chapters
- Acknowledgment
- Preface
- Contents
- List of figures with page numbers

Chapter 1

Introduction about Training Institute

- Organizational chart, Nature of business (products/services), Vision, Mission, Goals, Objectives, Number of Employees.
- Safety practices

Chapter 2

Your Training Experience at the Institute

- Your creations, (formats, templates, produces, procedures etc.) Innovative Ideas,
- How you analyze problems in terms of causes, symptoms and feelings, and the problems faced and how encountered them.
- List of activities performed during the training
Do’s

- Use the font style Times New Roman.
- Normal font size 12 for the chapters.
- Headings must be bit higher than font size 12.
- Recommended Line space 1.5
- Page number in center of the page
- Justify the content
- Use Chapter outline (See APA standards)
- Use Conversational language (Not you but I and we)
- Write the report with more than 2000 words/more than 30 pages
- Include relevant Photos as evidences
- Include Logo of Institute in the cover page

Example

Example 1 Figure 01: Organization chart of “X”

Example 2 Table 03: Activity plan for phase 1

Chapter 3: Conclusion to the report

- Suggestions for your own development, training development and organizational development etc.
- Your gains, weaknesses identified
- List of activities, tasks that could not perform/covert as a trainee engineer or technician) during the training

Don’ts

- No borders for cover page
- No Headers or footers
- No over emphasizing the topics and subtopics

(Example VISION
The word Vision is overemphasized by making the bold, italicized, underlined, capitalized (uppercase) with 16points font size. Instead a simple emphasizing is encouraged.
Ex: Vision

Conclusion
Daily diary is the key to complete the training report. The weekly entries provide you pages that can be included the report. For example if your training is for 3 months you can have 12 pages. In case it’s a 6 months you can have 24 pages. Remember the entries should reflect your real training experiences. Also if you search internet try search words “Reflective journals” “term/concept papers”, and “APA standards”.

1.0 Introduction

1.1 About Training organizations

1.1.1 Nature of business

1.1.2 Organization chart

1.2 Co-operate plan

1.2.1 Vision

1.2.2 Mission

1.2.3 Objectives

1.2.4 Strategic planning

1.3 Management practices

1.3.1 Recruitment procedures

1.3.2 Training and development strategies

2.0 Training experience

2.1..................