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CEM N281: Industrial Training 1 (¹⁰ hrs)   _Mentor Report_

Student Name: ……………………………….   Student Number: ………….

Establishment: ……………...…………………..

Project Description:

………

………

TRAINNING PATH

ACTIVITY	STATUS		Period
	T	**R**	

Site Work: (about TWO weeks)
 1. Introduction to the project and site activities …………………………………
 2. Introduction to the project and site activities: (the possible ones) …………
      Surveying, construction drawings, reinforcement, concrete casting, soil
      sampling, quality control works, project scheduling,
 3. Job site reports and photos ………………………………………………
	
	 x
	 x
	
		 x
		 x
		
		 x
			
			 ……….
			 ……….
			 ……….
			 ……….
			 ………

Office Work: (about One weeks)
    1. Daily Construction Report (DCR) ………………………………………
    2. Weekly meeting minute reports …………………………………………
    3. Updating schedule ………………………………………………………
    4. Special report in Auto Cad ……………………………………………
	
	 x
	 x
	 x
	
		 x
			
			 ………..
			 ………..
			 ………..
			 ………

T: training,   **R**: reporting

PERFORMANCE REPORT

1. Performance Summary & Accomplishment (summarize accomplishment in relation to goals & objectives for the training period):

   ………

   ………

2. Evaluation:

Work Quality 1	Communication & Interpersonal Skills 2	Initiative & Motivation 3	Management & Organizational Skills 4	Leadership 5	Sum of 1-5
					…./25

Performance rating Scale : 5 - Exceptional, 4 - Exceed Requirement, 3 - Fully Performing, 2 - Require Improvement, 1 - Poor

3. Strength: ……………………………………………………………………………………………..

4. Weakness: …………………………………………………………………………………………

5. Improvement needs: …………………………………………………………………………

Mentor Signature: ………………………………..   Date:………….....

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