



Kingdom of Saudi Arabia
Ministry of education
Imam Muhammad Bin Saud Islamic University
College of Computer and Information Sciences



المملكة العربية السعودية
وزارة التعليم
جامعة الإمام محمد بن سعود الإسلامية
كلية علوم الحاسب والمعلومات

Training Report

Submitted By:

Your Name	Your ID
Department of	Computer Science/ Information Systems/Information Management/information Technology
Trained at:	Name of Training Company/Organization

Training Start Date/...../..... – **Training End Date:**/...../.....

Supervisor Name:



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Academic Year - H

Acknowledgement

Thank the company which gave you an opportunity to do the training and also thank all the individuals who helped and supervised you during the training program.

(Paragraph)



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1. Summary

This section states the report in the condensed form. It summarizes the whole report in one, concise paragraph of about 200 words.

(Paragraph)



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2. introduction

This section describes the purpose and objectives of the training report talking about each section included in this report.

(Paragraph)

2.1 company profile

Talk about its organization, departments, what it does, what products/applications they have developed, Describe the department that you were assigned to.

(You can attach to one of the appendix some photos and charts that describe the company.)

(Paragraph)

2.2 work plan

You should talk here about the general training plan that assigned to you or that one you think you can apply it in the company regarding to your skills.

(You can attach to one of the appendix your work plan sheet)

(Two or three lines of paragraph and Listing)



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3. projects & activities & tasks

- This section is one of the most important part in your report, it document all your efforts during the training. You should write down every detail that you have been made it there or what are the main tasks you have been assigned in each project.

(The project does not mean a huge one! Every singles task is possible to be a project!)

(Two or three lines of paragraph and Listing)



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4. Field experiences

- 4.1 Achievements
- 4.2 challenges
- 4.3 relevant education

- You should describe in detail what you have developed on yourself during the training period
- . List the projects that you have been acquired any benefits.
- How you solved or worked out each task.
- What background you needed to solve the tasks.
- Which of the courses you learned in the university were helpful to you in solving the assigned projects?
- What are the difficulties you faced in each task and how you dealt with them.
- Talk about what you discover on you during this training!!

(Two or three lines of paragraph and Listing)



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5. Conclusions

Summarize the work that you described in the previous sections, you may mention some conclusions that have been found during the training and if the training objectives have been fulfilled and to which degree.

You can talk about which Character and skills of the trainer that must be in this company.

(Paragraph and Listing)



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6. Recommendations

List some recommendations that you think helpful for improving the training program or the department plan.

(Two or three lines of paragraph and Listing)



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7. References

- List all the books or user manuals you used in any task or project.
- Attach any figure, diagrams, charts, reports, Web sites or any other sources you used or referred to.

(Listing)



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Appendices

Put any materials (training material, source codes, forms, weekly reports, Database structure,), each in a separate appendix with a separate title for each.

Example:

Appendix-A

Source Codes:



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