

PRE-TRAINING REPORT

The Program -----

Please fill in the following items by using a personal computer or similar equipment, or by handwriting in block letters in English. It would duplicate and distribute it to lecturers and other participants as a reference material for the group discussions and presentations held during the program. This report may be used for modification of the curriculum. Highlighted in red are mandatory to be filled.

Your name	
Name of company/Organization	
Your position and name of your department	
5. Your duties in detail	

6. Present situation of your department	
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<p>7. Most critical problems related to your job</p>	
<p>8. Possible measures to solve such problems together with limitation factors plz suggest</p>	
<p>Your expectations of the program in relation to the described problems by us.</p>	
<p>Do you need a personal counseling with the consultant if yes please suggest as what is the most important or problem you want to discuss with him?</p>	<p>Please give questions here</p>

Date