

PRACTICAL TRAINING REPORT

The practical Training Report should be **3–5 pages** in length and address the following aspects:

1. The Company's Business Idea

- industry, products, operations
- company size (staff, turnover) and location
- organizational model
- customer groups
- description of operational processes; what activities the company engages in

2. Your Own Work

- how you were introduced to the company and its internal organization
- what training you received in order to perform your tasks
- what work tasks you carried out
- which methods you used
- which tools (machines, equipment, software, etc.) you used
- how your workplace/role was positioned within the organization
- whether you worked independently or as part of a team/project group

3. Other Work-Related Aspects

- the work environment and occupational safety
- trade union activity at the workplace
- leisure activities organized by the company
- company-provided training

4. Personal Experiences and Reflections

- was the work responsible, demanding, and rewarding? (What skills were required, and what did you learn?)
- in which situations did you see connections between theory and decisions/events/actions?
- how the work supported your studies, learning, and professional identity
- whether you can recommend the workplace
- your view of the industry today