

## Workplacement report

Introduction (explain the context of this work placement: Leonardo Da Vinci program financed by the EU).

1. Information about the trainee: name, address, phone number, school, position occupied during the internship.
2. Information about the company: legal status, company capitalization, identification numbers, sector of activity (sales, services...), company size (number of employees), zone of activity (local, regional, national, European, international?), company history (date of creation, who created it, how... write a paragraph), organizational chart (company structure: what the different services are and how they interact...).
3. A typical day at work (write as many details as you can).
4. One of your typical tasks (give it a name, describe the different stages of the process, indicate how often you conducted this task, indicate what material you used and what the purpose of this task was). Write as many details as you can.
5. Your worst experience (write a paragraph).
6. Your best experience (write a paragraph).

Conclusion: What did you learn from this experience professionally and personally? What did you like? What would you like to improve? Have your career prospects changed? (Write a paragraph.).