Outline
Company Profile

A brief summary of the Company.
Task Assigned

A full description of your work assignments. Each task should be clearly illustrated with description and time.
Learning Experience

Illustrate the acquired experiences that you gained from the Training. Illustrations, graphs, charts and sketches are properly part of the report and may be placed throughout the text or included in an appendix and referenced. The report should establish a relationship between your academic program and your work assignment. Application of knowledge gained through course work or related to course work should be emphasized.
Conclusion

A brief summary of the presentation