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|   | INTERN NAME: | John Doe |   | START DATE: | 20/01/2023 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | MAIN MENTHOR: | Benjamin Brooks |   | END DATE: | 17/03/2023 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | INTERNSHIP GOAL: | Getting base knowledge of court practice and preparing commercial propoosals |  |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | SECTOR/TRAINING: | HR/ Standard Operating Procedures  |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | ID | Task | Trainer/Supervisor | ExpectedTime | Deadline |   |
|   | 1.1 | Reading SOPs for dress code and time evidence | J. Reese | 2 work days | 24/01/2023 |   |
|   | 1.2 | Training and test for SOPs for data loss prevention | J. Reese | 3 work days | 27/01/2023 |   |
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|   | SECTOR/TRAINING: | ADVOCACY / Court Practice |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | ID | Task | Trainer/Supervisor | ExpectedTime | Deadline |   |
|   | 2.1 | General company rules regarding confidentiality | D. Barton | 10 work days | 10/02/2023 |   |
|   | 2.2 | Client relationship, case studying practice | D. Nicholson | 10 work days | 24/02/2023 |   |
|   | 2.3 | Legal case paperwork and court room appearance | C.Harper | 8 work days | 08/03/203 |   |
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|   | SECTOR/TRAINING: | FINANCE / Commercial proposals |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | ID | Task | Trainer/Supervisor | ExpectedTime | Deadline |   |
|   | 3.1 | ERP solution and training for entering customers | N. McDonald | 2 work days | 10/03/2023 |   |
|   | 3.2 | Demo of creating commercial proposals | J. Bray | 5 work days | 17/03/2023 |   |
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|   | INTERNSHIP REVIEW |   |   |   | Grade: | 9 / 10 |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |
|   | John Doe already feels lika a part of the team, having the opportunity to offer colleagues his ideas and to implement them on his own. He got the opportunity to be engaged in projects and a variety of tasks (from researching court practice to preparing a commercial proposal for a client). He had his own area of responsibility, which, in my opinion, is very important for getting used to starting from the lowest positions. |   |
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