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|  | INTERN NAME: | | John Doe | | |  | START DATE: | 20/01/2023 | | |  |
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|  | MAIN MENTHOR: | | | Benjamin Brooks | |  | END DATE: | 17/03/2023 | | |  |
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|  | INTERNSHIP GOAL: | | | | Getting base knowledge of court practice and preparing commercial propoosals | | | | | |  |
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|  | SECTOR/TRAINING: | | | | HR/ Standard Operating Procedures | | | | | |  |
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|  | ID | Task | | | | | Trainer/ Supervisor | | Expected Time | 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 | | | | | |  |
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|  | ID | Task | | | | | Trainer/ Supervisor | | Expected Time | 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 | | | | | |  |
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|  | ID | Task | | | | | Trainer/ Supervisor | | Expected Time | 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 |  |
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|  | 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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