

**Document to be signed by the training supervisor and submitted to the university training office  
after 1 month of training (strict deadline)**

Name :

First name :

Company :

Training tutor (Faculté) :

**1) Location :** (so that the training tutor can easily contact you)

Department:

Extension: (direct phone number)

E-mail :

You can attach a map if you want to !

**2) Training description :**

Context (initial situation, environment, constraints) :

Issues (for the company) :

Objectives (final goal) :

**3) List of elements to deliver:** (To return to the company and the university at the end of the training)

Products and / or services to be delivered :

Written presentation :

Oral presentation

In-service training :

Training report :

**4) Work schedule :**

Present the different tasks with estimated durations. Specify the check points.

**5) People involved in the project :**

The project leader :

The customer :

The resource people:

The suppliers:

These people can be mentioned on the project schedule (in charge, informed, consulted, ...)

Date : the

Signature of the trainee :

Signature of the training  
supervisor (company) :