OPS 1 – F27

OPS 1 – F3

OPS 1 – F4

**Learning Reflection Report**

Name :

Client :

Line Manager :

Project(s) Name :

Software used :

Assignment Duration (DD-MM-YYYY to DD-MM-YYYY):

Responsibilities/Experience (*Please elaborate in detail)*

|  |
| --- |
| **Scope** of each project |
| **Please explain your scope of works in “detailed point form” (**please indicate **type of drawings’ services** & **types of drawings).** |

|  |
| --- |
| **Challenges** encountered  |
| 1. **Please indicate challenges / problems you have encountered and how you cope with it.**
2. **Please indicate what you have learned from this assignment (minimum 3).**
3. **What do you know about the client’s business and what are some of the productivity challenges they faced?**
4. **How do you think things could be done better? You can explain the client’s current workflow and give your workflow recommendations.**
5. **What software products do you think the client could use to improve their workflow?**

 |

|  |
| --- |
| **Photos** of your work on-site (could be you and your on-site work space, photos of client interaction, etc. \*no client drawings photos due to non-disclosure and confidentiality concern) |
| **Please explain your scope of works in “detailed point form” (**please indicate **type of drawings’ services** & **types of drawings)** |
| **Future Assignments** What are the type of assignments that you are looking forward to in future? Please explain 1. Brief scope of work and 2. Services of drawings and 3. Examples to show that you have the ability to take on such role as a support to your interest. |
|  |