



اَوْنُوْ سِيْتِي تِيْكَوْلُوْ كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF COMMUNICATION AND MEDIA STUDIES

UNIVERSITI TEKNOLOGI MARA (UiTM)
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**BACHELOR OF COMMUNICATION (Hons.) INTERPERSONAL COMMUNICATION
(MC 247)**

PRACTICAL TRAINING EVALUATION FORM

TRAINEE	:	_____
MATRIX NO	:	_____
DEPARTMENT	:	_____
ORGANIZATION	:	_____
DURATION OF PRACTICAL TRAINING	:	_____

4.	SOCIAL SKILLS/PERSONALITY	Adaptable to work culture, people and context, positive attitude, able to predict responses of others and act positive, personality-Pleasant, polite, self confidence, self-presentation, cultured/self-awareness, trustworthy, independent/ self-motivated, resilient, inspiring								
5.	VALUES, ETHICS AND PROFESSIONALISM AT WORK	Value toward, quality of work, peers and other stakeholders, work commitment, professionalism, punctuality, aptitude towards work, mannerism (respect/politeness), initiative for self improvement & work ethics								
6.	INFORMATION MANAGEMENT AND LIFE-LONG LEARNING	Resourcefulness, thoroughness & attention to details, information seeking skills								
7.	MANAGEMENT SKILLS	Time management, managing self, others, work and other stakeholder, organized and diligent, time management, able to work independently and in groups								
8.	ENTERPRENEURIAL SKILLS	Business sense, optimistic about business operation, costs and benefits Good Negotiation skills								
9.	LEADERSHIP SKILLS	Able to lead in group task/managements to achieve the desired goal, good decision making skills, confident, proactive/visionary and motivate others, capable of making good judgment, recognize opportunities, make plan and execute leadership role in practical ways, capable of managing risk and make informed-choices								

GENERAL COMMENTS

We seek your comments on the candidates strengths, weakness and potentials.

1.	TRAINEE'S STRENGTH (S)	
2.	TRAINEE'S WEAKNESS (ES)	
3.	AREA OF CAREER POTENTIAL(S)	
	Evaluated By: (Signature) Date:	NAME : DESIGNATION : DEPARTMENT : COMPANY CHOP :