

**Name of
Laboratory**



**Bahir Dar University
College of Agriculture and
Environmental Sciences**

LABORATORY TRAINEE'S RECORD BOOK

LABORATORY TRAINEE'S RECORD BOOK



School/Department:

Course Delivered/Given:.....

Demonstrated/Program Title:

-----E.C Entry

Regular

Department (.....)

Instructions:

- Morning class begin at 2:30 am
- Lunch break is from 6:10am – 7:30pm
- Afternoon class begin at 7:30 pm
- Class end at 10:30 pm
- Trainee's/students sign in the TRB for every day program, no signature of the trainer shall mean the trainee is absent or did not attend the scheduled class.
- Maintain the cleanliness of the training room and workshop at all time.
- Follow safety procedures



Attendance and Work Follow Sheet

Program Title:

Training Venue:

Starting Date of the Training:.....

Ending Date of the Training:.....

No	Name of students	Follow up Assessment During work (put \sqrt mark)		Trainee's Signature	Comments
		Satisfactory	Not Satisfactory		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

Trainer's Signature

Feedback Form

Recommendations.....
.....
.....
.....

Performance Rating

- Competent/Excellent
- Needs Improvement

Feedback (Improvement Ideas):

Student/Trainee name and signature Instructor/Trainer name and signature

Date_____

Date_____

