

Student Name:	Sophie FERGOUS	Tutor(s) name:	Christophe MILION
Company:	ALTYOR		
Skills categories	be able to	Score from 0 - 10	Comments and advices for future improvement
Actor	1 Understand the issue	10	Comments : General understanding is good. Advice : Ensure good understanding of the context (company culture, people, country habits) to better understand the issues.
	2 Resolve the issue	9	Comments : Brainstorming well used Advice : Use more problem solving tools and method for complex issues (fishbone diagram, 5 why, impact matrix)
	3 Implement solutions	9	Comments : Advice :
	4 Check and correct	8	Comments : Some lack of oneself work check Advice : when working in a team, have your job double checked by a team member
Communication	5 Search for information	10	Comments : Good Advice : Develop more internal information search (contact experts within the company). Always list your data source.
	6 Prioritize and summarize information	7	Comments : It improved along the session, was lacking at the beginning. Advice : Good communication is short and concise. The topic should be understood in a few minutes. Always include prioritization to point out key points or actions.
	7 Transmit the results	5	Comments : Do not feedback regularly when not asked to. Advice : Ensure regular feedback (meeting or session minutes) and plan documents review with manager when necessary.
	8 Evaluate choices	8	Comments : Many ideas, good proposals, lack of evaluation/prioritization Advice : Prioritize according to the context (people, budget, impact, under or outer control, complexity of implementation)
Dealing with shop-floor and/or customer relations	9 Anticipate	7	Comments : Anticipate well on training buildings and ergonomics research. Less anticipation in communication and project management tools (feedback frequency, gantt planning) Advice : With a good meeting/session minutes, can allow your manager to check priority and provide you feedback
	# Decide	10	Comments : Advice :
	# Organize	8	Comments : Task realization and job split was well done. Lack of planning for tutor review. Advice : Define each session planning with task and feedback/review planned in advance.
	# Check	10	Comments : Advice :
Relations with company management	# Understand instructions	10	Comments : Advice :
	# Feed back relevant information	5	Comments : Do not feedback regularly when not asked to. Advice : Ensure regular feedback (meeting or session minutes) and plan documents review with manager when necessary.
	# Propose and validate	10	Comments : Advice :
	# Demonstrate a responsible and self-sufficient attitude	10	Comments : Advice :
Life Skills	# Show a professional attitude	9	Comments : Advice :
	# Meet schedules and deadlines	10	Comments : Advice :
	# Ensure the quality of written and oral reports	7	Comments : Good oral and written communication. Advice : Improve english accuracy and wording (less french into english sentences)
	# Demonstrate awareness of the importance of inter-personal relations	10	Comments : Advice :
Result of the detailed assessment (/20)		17	
General comment		<p>Good understanding of the context and the mission, good proactivity and motivation on the topic. Provide good research and analysis.</p> <p>Should develop project management skills and method : planning management (Gantt), solving problem tools (fishbone, 5 why, impact matrix), action plan management, proper meeting minutes, RACI tool, brainstorming tools (mind mapping).</p> <p>Should improve written english.</p> <p>Good Job !</p>	