DETAILED OUTLINE OF INTERNSHIP REPORT:

**TOPIC: ANALYZING AND REPORTING HUMAN RESOURCE PROBLEMS OF THAI DUONG GARMENT PRODUCTION AND TRADING JOINT STOCK COMPANY**

**1. Background of report**

***1.1 Problem statement*** (1-2 pages)

***1.2 Objective of research***

1.2.1 General objectives

To have an overview of the current situation, the business operation of this company in order to analysis and evaluate cooperative’s performance, company’s strengths, weakness, opportunities and threats.

1.2.2 Specific objectives

Understand the development process and businesses activities of this company.

Understand the organizational structure of this company.

Analysis the compny’s resources: human, asset, capital resources, the financial analysis in recent years.

Use the SWOT to analysis strengths, weakness, opportunities, threats of this company.

1.3. Research subjects

THAI DUONG GARMENT PRODUCTION AND TRADING JOINT STOCK COMPANY

**2. Theoretical basis of the research problem (4-6 pages)**

Present all the theoretical issues related to the research problem:

• Concept

• Characteristics

• Classification

• Factors affecting

• Research content

• …

**3. Site characteristics**

How was the company established and developed? When?

How does the company structure?

What are strengths, weakness, opportunities, threats of this company?

***3.1. Characteristics of the study area (4-6 pages)***

3.1.1. The process of formation and development

3.1.2. Organizational management apparatus

3.1.3. Labor situation

3.1.4. Status of assets and sources of capital

3.1.5. Business results of the company in recent years

**4. Research Methods (Min 1.5p)**

***4.1. Data collection and processing methods***

The research topic determine what type of data is necessary for this study. There are two sources of data: primary data and secondary data.

4.1.1. Secondary data collection

Secondary data collection is the data that have been already collected by and readily available from other sources. Update by the document of the company financial reports. The labor status: quantity,and educational level of employees

• Method: Synthesis of documents

• Source:

+ Research unit

+ Library

+ Relevant studies

+ Websites

4.1.2. Collect primary data

Primary data: the primary data was collected by observation, deep- interviews and focus primary document review.

Observation: the observation method involves seeing what people actually do. Observation method is used in this study to see how this cooperative organize as well as how the company operates.

Deep-interview: is used to conduct intensive individual interviews where numbers of respondents are less and focus on interviewing department’s heads because they have the most general grasp of their department’s situation. Depth interview is used in the study to see the development process and organization structure of this company.

4.1.3 SWOT method

SWOT method is an acronym method provides information that is helpful in matching the firm’s resources and capabilities to the competitive environment in which it operates. To develop strategies that take into account the SWOT profile, a matrix of these factors can be constructed. It involves specifying the objective of the business venture or project identifying the internal and external factors that are favorable and unfavorable to achieve that objective.

S-O strategies: pursue opportunities that are a good fit to the company’s strengths.

W-O strategies: overcome weaknesses to pursue opportunities.

S-T strategies: identify ways that the business can use its strengths to reduce its vulnerability to external threats.

W-T strategies: establish a defensive plan to prevent the firm’s weaknesses from making highly susceptible to external threats.

4.2.1. Data processing methods

• Method: Statistical grouping

• Tools: Excel, SPSS…

4.2.2. Analytical methods

4.2.2. Compare

**5. Research results (Min 10 p)**

Structure according to research objectives

***5.1. Research problem status***

Structure in accordance with the contents of the section "Research content..." in the theoretical basis

***5.2. Factors affecting***

Structure in accordance with the contents of the section "Research content..." in the theoretical basis

***5.3. Some solutions to…***

Based on the analysis in the fact section.

The content of improving labor management and production and business processes proposes solutions to improve/remediate for Aachen company.

**6. Conclusion and recommendations (1 p)**

***6.1. Conclude***

KL according to research objectives

Each goal a conclusion

***6.2. Request***

• Government

• Relevant agencies