

---

## Section to be completed AFTER THE MOBILITY

### TRAINEESHIP CERTIFICATE

*[This Traineeship Certificate must be issued together with the sections before and during mobility and it can additionally be issued independently].*

**Name of the trainee:**

**Name of the receiving organisation/enterprise:**

**Sector of the receiving organisation/enterprise:**

**Address of the receiving organisation/enterprise** *[street, city, country, phone, e-mail address],*

**website:**

**Start and end of the traineeship:**

from *[day/month/year]* ..... till *[day/month/year]* .....

**TOTAL NUMBER OF HOURS:**

**Traineeship title:**

**Detailed programme of the traineeship period including tasks carried out by the trainee:**

Tasks

**Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):**

**EVALUATION GRID**

Competency Area	++	+	0	-	--
<b>A. Performance</b>					
A-1. Business Awareness. Is able to understand the context of roles and projects within the wider environment of the organization and the industry/sector. Can identify how a project contributes to the organization's goals/strategy.					
A-2. Working method/Planning skills/Efficiency. Is able to organize own work. Optimizes the use of resources to achieve personal, organizational or team objectives (including own time and skills). Is able to self-evaluate own work and/or revise own attitude; reformulates a new plan if requested.					
A-3. Prioritizing skills. Understands that priorities have been assessed. If appropriate, is able to re-prioritize activities according to needs and communicate impacts to the appropriate customer and/or Project Manager. Is able to focus attention on items with the highest priority and doesn't get side-tracked by issues of lower priority.					
<b>B. Attitude towards work</b>					
B-1. Professionalism/ Responsibility. Is able to create a positive impression with stakeholders, and set an example for other people in the team to follow. Is responsible for the assignments given, even if not fun or interesting.					
B-2. Involvement/ Enthusiasm/ Integrity. Is interested in the job and congruent between what is thinking and feeling and what is saying and doing. It communicates intentions, ideas and feelings openly and directly, welcoming openness and honesty even in difficult situations.					
B-3. Speed of working. Performs tasks effectively and timely, without losing unjustified time.					
<b>C. Social / Communication skills</b>					
C-1. Integration with staff. Can work co-operatively with others, is able to be part of a team and work together as opposed to working separately or competitively, in order to accomplish organizational goals and to identify and resolve problems. Actively shares information. Uses interpersonal skills to facilitate effective interaction.					
C-2. Relationships with stakeholders (outsiders, customers, clients...). Is able to receive, understand and deliver information to stakeholders, be it individuals, teams, groups, and customers. Is able to listen, interpret and have a flexible style, delivering clear and concise messages with confidence. Uses interpersonal skills to facilitate effective interaction; provides astute relationship management.					
C-3. Adaptation to organization rules. Punctual to work and prepared for all meetings; dresses appropriately for the occasions; adheres to Department/Company codes of practice; demonstrates positive attitude towards rules.					
<b>D. Underlying competencies</b>					
D-1. Flexibility. Can handle change; adapts to new situations incorporating this positively within work environment. Adapts approach as requirements of a situation change and appreciates different/opposing perspectives on an issue.					
D-2. Creativity. Is able to generate and implement new ideas or methods in order to improve organisational performance, taking decisive action to initiate innovative programs, plans, and/or action steps.					
D-3. Handling work pressure and conflicts. Reacts to conflict in a calm and non-aggressive manner. Is polite and courteous. Is able to highlight issues in the most appropriate manner. Reacts constructively and positively continuing to focus on the most effective way to deliver project objectives.					
<b>E. Language skills</b>					
E-1. Acquired / Improved skills in workplace language(s)					

**FINAL MARKS:**  A  B  C  D  E  F

(A = Outstanding – B = Very Good – C = Good – D = Satisfactory – E = Development required – F = Unacceptable)

**Date:** \_\_\_\_\_

**Name and signature of the responsible person  
at the receiving organisation/enterprise:** \_\_\_\_\_