



Summary report form after attending a training/ seminar/ study tour/ or being a speaker

Subject: Summary report form after attending a training/ seminar/ study tour/ or being a speaker

To: Director,

As I (Mr./Ms.) (name-surname) Position

Department/Task

Early Childhood Primary Secondary IEP Academic Support

Participated in activity/project

Meeting training seminar study tour being a speaker other

Topic

From to

Participation Format : Online

: On site atProvince.....

I would like to report the summary of participation in such activity/project.

Details are as follows:

Evidence/traces obtained from participating in the activity include:

Documents from participating in the activity certificates/diplomas photos

Payment (In the case of a speaker) amount..... Baht.

Scholarship/Prize AmountBaht

Others (please specify)

Purposes of participation in the event

1.

2.

3.

Summary of the content / results of participating in the activity

1.

2.

3.

Benefits of participating in the activity

- 1.
- 2.
- 3.

Problems/obstacles

- 1.
- 2.
- 3.

Solutions

- 1.
- 2.
- 3.

Budget Spent (.....Baht)

The level of satisfaction from participating in the activity

- Very satisfied Satisfied Neutral Dissatisfied Very dissatisfied

Plan/project to apply the knowledge and experience gained to develop myself and the school.

- 1.
- 2.
- 3.

Therefore, please consider it.

Name.....

(.....)

Position.....

Name.....

(.....)

Head of Department

Assistant Director of Administration's opinion
.....
.....
Sign
(Asst. Prof. Phairin Thongpharp)
Assistant Director of Administration

Acting Director's Opinion
.....
.....
Sign
(Asst. Prof. Sukanlaya Sucher)
Acting Director

- Note** 1. Please submit the summary report form with all evidence to the Policy and Planning Department.
Administration Room
2. When the document is approved by the acting director, it can be used as evidence for consideration for the workload of performance evaluation.