



Training and Development Provider

# Suggestions for **REPORT WRITING** for **INAP Trainers**

- Has settled well into the class
- Works diligently in a team environment
- Listens attentively
- Participates in class activities / class discussion
- Is willing to develop skills in .....
- Pays attention
- Lacks self-confidence, but is attempting to develop skills
- Joins in class discussions / activities
- Shows potential in the area of leadership / initiative / problem solving
- Shows maturity
- Shows initiative
- Shows interest in / aptitude for
- Is able to prioritise tasks
- Focuses on the topic at hand
- Is trying to stay focussed for extended periods of time
- It willing to assist others
- Willingly accepts advice / guidance
- Displays a genuine interest in the Hospitality Industry / Retail Industry / etc
- Pays attention to detail
- Seeks clarification / assistance when required
- Displays enthusiasm for .....
- Can organise **his / her** workload effectively
- Can apply theoretical aspects to practical tasks / situations
- Makes positive contributions to group and pair tasks
- Is prepared to put in extra effort to obtain positive results / to improve **his / her** results

- Sometimes struggles to focus for extended periods
- Prefers to work independently of others
- Does not engage with all tasks / activities presented
- Appears to lack real commitment to skill development
- Has had difficulty establishing relationships with classmates
- Needs to develop his / her concentration span
- Needs to catch up on work missed due to absence / lateness to class
- Must try harder to meet deadlines established

***The Trainers could also state what the student can actually do....***

***Here are some examples : -***

- Set the table
- Operate a sound system
- Design something
- Price Stock
- Do stock take