

Ford Romania Intern Program Internship Workplan



Function Name:	Training	Supervisor Name:	Cristina Donoiu
Department Name:	H.R.	Supervisor CDSID:	cdonoiu
Assignment Location:	Craiova	Supervisor Position#:	H.R. Manager

Project Description

This project offers the intern the possibility to integrate himself/herself in the Training reporting team and contribute to the company's reporting function.

Training Reporting Internship offers the Intern an insight into the interaction between different areas of the plant.

Integrity on-line courses represent an important part of Training reporting requirements.

The aim of this project is to develop a tool to follow-up the completion of the on-line courses for each employee.

Measurable Objectives

- The intern will develop a reporting tool using Excel 2010, which will be posted on Ford SharePoint site.
- The intern will have a very good understanding of Ford training system.
- The intern has to ensure the accuracy of data provided by the new report.

Expected Major Contributions

- Improve the training monthly reporting by developing a powerful reporting tool.
- Contribute to a good communication between plant areas.

Expected Benefits to Intern

- Get knowledge of Training systems and procedures used in automotive companies.
- Exposure to a wide variety of business related activities.
- Be a part of a dynamic team and contribute to reporting function improvement.

Intern Qualifications (schooling, work experience, major)

- Must be studying for Faculty of Economics & Business Administration or Automation, Computers and Electronics related degree.
- Have a high level of English and computer skills including knowledge of Microsoft Office (Excel 2010, working with macros) and Web page design.