



مجمع سيقا للصناعات الغذائية
SAYGA FOOD INDUSTRIES

Date: 6th December, 07

To: Mr. Harold Robinson

Subject: Thank You with Appreciation

Dear Sir ,

On behalf of Sayga Training & Development Unit and all the training participants, we would like thank you for the training course **“Fundamental of Asset Management & Maintenance Plan Development (OMM)”** you have delivered to us, dated 2nd –6th December 2007

We believe that you met the course objectives quite well and as well as our expectations.

We have learned a lot during the last few days, hoping that the learning gained will have an impact on what we do at work and to our staff growth.

It has been a pleasure cooperating with you with all our appreciation, wishing you best of luck.

Looking forward for other future training events together.....

Your Sincerely

Samah Elsadig Awad
Training & Development Manager



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DAL Group Company Ltd
No. 1/15 Block 4f,
Industrial Area, Khartoum North,

HR & Administration Department/Training & Development Unit

First Day Impression and Feedback Form

Date / التاريخ	3/12/07
Course Name / اسم الكورس	Fundamental of Asset Management & OMM

1) Please tick the rating/face which closely describes the level of your satisfaction with the day: -

Extremely Satisfied	درجة رضاء عالية جدا	5
Well Satisfied	درجة رضاء جيدة	8
Averagely Satisfied	درجة رضاء متوسطة	4
Not Satisfied	درجة رضاء غير مرضية	0

2) What did you like the most and left you with good impression about the day

1. Training course based on discussion
2. The Instructor do not reading from the material
3. The topic is very interesting
4. Good used of teaching aids
5. New terminologies
6. Instructor language is clear
7. Course content
8. Good course preparation
9. Instructor performance
10. New knowledge gained on KPI concept
11. Training Room

What is it that you did not like about the day?

12. Attendance
13. The slides order
14. Course duration –all the day

3) Any other general comments or suggestions on the training course before we proceed?

1. Increase the course duration (days) and decrease the course hours
2. Change the course time