**แบบฟอร์มรายงานผลการเข้ารับการฝึกอบรม / ศึกษาดูงาน**

**สำนักวิทยบริการและเทคโนโลยีสารสนเทศ**

**มหาวิทยาลัยราชภัฏจันทรเกษม**

**เรียน** ผู้อำนวยการสำนักวิทยบริการและเทคโนโลยีสารสนเทศ

ข้าพเจ้า(นาย/นาง/นางสาว)..........................................นามสกุล............................................

ตำแหน่ง..................................................ปฏิบัติหน้าที่ในฝ่าย/งาน .....................................................................

ได้เข้ารับการฝึกอบรม / ศึกษาดูงานเรื่อง............................................................................................................

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ณ สถานที่/หน่วยงาน

1. ......................................................................................................จังหวัด ........................

ระหว่างวันที่ .................................เวลา ............. น. ถึงวันที่....................................เวลา .............. น.

2. ......................................................................................................จังหวัด ........................

ระหว่างวันที่ .................................เวลา ............. น. ถึงวันที่....................................เวลา .............. น.

หน่วยงานผู้จัดฝึกอบรม/สถานที่ศึกษาดูงาน คือ ................................................................................................

งบประมาณที่ใช้จ่ายในการฝึกอบรม/ศึกษาดูงานจำนวนรวม.......................บาท(........................................)

สรุปสาระสำคัญการฝึกอบรม / ศึกษาดูงานในครั้งนี้คือ

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ประโยชน์ที่ได้รับและนำมาประยุกต์ใช้ในหน่วยงาน หรือนำมาพัฒนา ปรับปรุงประสิทธิภาพการทำงาน คือ

(ให้อธิบายว่า จะนำความรู้ที่ได้รับมาพัฒนางานอย่างไร)

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**ข้อเสนอแนะ**

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**ปัญหาและอุปสรรค**

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 ลงชื่อ..................................................ผู้เข้ารับการฝึกอบรม/ศึกษาดูงาน

 (...................................................)

ลงชื่อ..................................................หัวหน้าส่วนงาน

 (...................................................)

ลงชื่อ.................................................. ผู้อำนวยการ

 (...................................................)