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**วิทยาลัยนานาชาติ**

**มหาวิทยาลัยราชภัฏเชียงใหม่**

**แบบรายงานการประชุม อบรม สัมมนา ศึกษาดูงาน  
ประจำปีงบประมาณ...............................................**

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

ได้เข้าร่วม ❒ การประชุม ❒ อบรม สัมมนา ❒ ศึกษาดูงาน ❒ อื่นๆ .........................................................

เรื่อง .....................................................................................................................................................................

ระหว่างวันที่ ..............................................................................................รวมระยะเวลา..............................วัน

หน่วยงานที่จัด คือ .............................................................................................................................................. ณ สถานที่ ............................................................................................................................................................อำเภอ.....................................................................จังหวัด...................................................................................

บัดนี้ ข้าพเจ้าได้เสร็จสิ้นภารกิจดังกล่าว โดยขอรายงานผลการประชุม / การอบรม / การสัมมนา / การศึกษาดูงาน ให้ทราบดังต่อไปนี้

๑. สรุปเนื้อหา/สาระสำคัญที่ได้รับรู้ในครั้งนี้

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๒.ประโยชน์ที่ข้าพเจ้าได้รับในครั้งนี้

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๓. ข้าพเจ้า จะนำความรู้ ความสามารถ ประบการณ์ ทักษะ หรืออื่นๆ ที่ได้รับในการไปประชุม / การอบรม / สัมมนา / การศึกษาดูงานในครั้งนี้ มาเพื่อพัฒนางานของหน่วยงาน ดังนี้

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ลงชื่อ......................................................ผู้รายงาน

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

วันที่.....................................................................

**๑. ความคิดเห็นของประธานหลักสูตร**

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ลงชื่อ.....................................................

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

ตำแหน่ง...............................................................

**๒. ความคิดเห็นของรองคณบดี**

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ลงชื่อ.....................................................

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

ตำแหน่ง...............................................................

**๓. ความคิดเห็นของคณบดี**

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ลงชื่อ.....................................................

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

ตำแหน่ง...............................................................

**หมายเหตุ**

ส่งรายงานพร้อมทั้งเอกสารที่เกี่ยวให้ผู้บังคับบัญชาตามลำดับขั้น **ภายใน ๑๕ วัน** หลังสิ้นสุดการฝึกอบรม การประชุม/สัมมนา/ศึกษาดูงาน