

Program/Training Completion Report

Program/Training Title	
Location and Venue	
Durations	
Dates	
No. of Participants:	Male ____ Female ____ Total _____
	(Attach list of participants) attachment 1
Facilitators	(Add names of the facilitators/trainees and their position)
Summary of Attendance	(Attach attendance sheets) attachment 2
Executive Summary	
Program Objectives	At the end of the program the participants will have... <ul style="list-style-type: none"> • (add objectives from the program design /resource package
Program design/matrix/schedule	Attach the Training Design, Matrix and Schedule
Key Results	(Identify the Key Results from the conduct of the training program) * *
Resources Materials	(identify the resources required to conduct the program , etc. session guides, references etc.) *
M & E Analysis	(Based on the result of the End -program -evaluation) Analysis should include: <ul style="list-style-type: none"> • Results from the participants evaluation of the program • Results from the facilitators' review of the program • Results from the program managers review of the program • Strengths and areas of improvement should be identified in this section. (Include as attachment 3 a copy of the M & E or the QAME used)
General Comments and Issues Encountered	In this section make any general comments about the program and identify any issues encountered in relation to: <ul style="list-style-type: none"> • <i>Its delivery</i> <ul style="list-style-type: none"> * trainers/facilitators * participants * content of program * delivery strategies * training materials * <i>Its management</i> <ul style="list-style-type: none"> * <i>prior to delivery</i> * <i>during the training proper</i> <i>Other issues</i>
Recommendations	In this section discuss any recommendations you may have to improve future programs . Suggestions may cover program management, facilitation, session guides, resource materials . Other concerns
Financial Report (Attach breakdown of board and lodging , honoraria, training materials , administrative cost and profit margin)	
Program Report Attachments Attachment 1 – List of participants (insert here) Attachment 2 – Attendance Sheets (arranged chronologically) (Insert here) Attachment 3- Training Design, Matrix and Schedule	

Prepared by: _____

Reviewed by: _____

Approved by: _____



Republic of the Philippines
 Department of Education
 Region X
 Cagayan de Oro City



Session Guide Template

<p>Training Day/Time</p>	<p>Objectives</p>	<p>Topics/Content/Highlight</p>	<p>Description of Proposed Teaching & Learning Methodology</p>
<p>State the Day and Time of the Training/ session</p>	<p>In this learning session, the participants should be able to: _____ _____ _____</p>	<p>State the topics, content and highlights of the training</p>	<p>Apply the 4A's: Activity Analysis Abstraction Application</p>

Prepared by: _____

Reviewed by: _____

Approved by: _____



Republic of the Philippines
Department of Education
Region X-Northern Mindanao



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TRAINING DESIGN (Template)

Title of Training: _____

Venue: _____

Date: _____

Duration: (State how many days)

A. Description:

B. Management Level of Program: (Division-Based or School Based) _____

C. Delivery Mode: Lectures, Workshops

D. Target and Number of Participants:

Participants to this seminar-workshop are the following:

Total: _____

E. List of Speakers: _____

F. Rationale:

G. Objectives:

The activities aim to:

1. _____

2. _____

H. End of Program Output:

Participants will be able to submit the following:

1. _____

2. _____

I. Expected Outcomes:

J. Program Content Focus: (Ex. Capacity Building and Orientation)

K. Monitoring and Evaluation:

(Note: Present here the Monitoring and Evaluation tool to be used after the conduct of the training. It is best to use the Quality Assurance Monitoring and Evaluation Tool (QAME).)

L. Budgetary Requirement: (State the Materials, Meals, Training Venue Expenses)

Source of Fund:

Prepared by:

Reviewed by:

Approved:

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent