**SESSIONS OVERVIEW - [Add Activity/Event Name]**

**Project:** [Add name of the project]

**Venue:** [Add location name]

**Dates:** [Add activity start and end dates]

| **[ADD TITLE OF THE SESSION]** | | |
| --- | --- | --- |
| Facilitators:  N. of Participants: | | [Add name of Trainer/ facilitator]  [Add number of participants] |
| Date:  Day: | | [Add dates as “dd/mm/yyyy”]  [Add day number, e.g. “day 1”] |
| Session No:  Time: | | [Add session number, e.g. “session 3”]  [Add time, e.g., “20:00 – 21:00”] |
| Session objectives: | | [Describe the goals/ expected outcomes of this session] |
| **Session Details** | | |
| Time: | Description [Describe in detail e.g., what happened during this session, the material/ equipment used, the outcomes/ results of the session etc.] | |
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