****A screenshot of a cell phone

Description automatically generated





**[Add Activity Name]**

[**1. GENERAL INFORMATION 2**](#_heading=h.2et92p0)

[1.1 Background Information 2](#_heading=h.tyjcwt)

[1.2 Aim and Objectives 2](#_heading=h.3dy6vkm)

[1.3 Needs Addressed 2](#_heading=h.1t3h5sf)

[1.4 [Additional Information] 2](#_heading=h.1ksv4uv)

[**2. EDUCATIONAL APPROACH & METHODOLOGY 2**](#_heading=h.44sinio)

[2.1 Safe from Harm, Diversity & Inclusion 2](#_heading=h.3j2qqm3)

[2.2 [Additional Information] 2](#_heading=h.n72ow2uk6p7a)

[**3. [e.g. EVENT/TRAINING] OVERVIEW 3**](#_heading=h.2xcytpi)

[3.1 Agenda 3](#_heading=h.1ci93xb)

[3.2 Sessions Overview 3](#_heading=h.1pxezwc)

[3.3 List of Participants 3](#_heading=h.49x2ik5)

[3.4 [Additional Information] 3](#_heading=h.32hioqz)

[**4. PREPARATION & IMPLEMENTATION 3**](#_heading=h.1hmsyys)

[4.1 Preparation 3](#_heading=h.41mghml)

[4.2 Implementation 3](#_heading=h.2grqrue)

[4.3 [Additional Information] 3](#_heading=h.vx1227)

[**5. RESULTS & OUTCOMES 4**](#_heading=h.3fwokq0)

[5.1 Results 4](#_heading=h.1v1yuxt)

[5.2 Learning Outcomes 4](#_heading=h.4f1mdlm)

[5.3 [Additional Information] 4](#_heading=h.2u6wntf)

[**6. PARTICIPANTS EVALUATION 4**](#_heading=h.19c6y18)

[6.1 [Additional Information] 4](#_heading=h.3tbugp1)

[**7. ANNEXES 4**](#_heading=h.28h4qwu)

# 1. GENERAL INFORMATION

## 1.1 Background Information

[Provide context and background information regarding the project activity.]

## 1.2 Aim and Objectives

[What is the purpose of this event/ training/ project activity?

Why is it important for the NSO?

Why is it relevant within the overall project?]

## 1.3 Needs Addressed

[How do the objectives of the project activity meet the NSO needs?

How do they align with the overall project goals?]

## 1.4 [Additional Information]

[Include here any additional information of relevance]

# 2. EDUCATIONAL APPROACH & METHODOLOGY

[What methodology has been used to implement this project activity?

Remember to share relevant material, e.g. training methodology, frameworks, with the Project Management Officer.]

## 2.1 Safe from Harm, Diversity & Inclusion

[Include here a detailed explanation of how you guaranteed an inclusive, accessible, and safe environment/experience for all]

## 2.2 [Additional Information]

[Include any additional information of relevance]

# 3. [e.g. EVENT/TRAINING] OVERVIEW

## 3.1 Agenda

[Provide agenda of the project activity.

You can use/ refer to [2. Agenda - Template 2023](https://docs.google.com/document/d/18V3JFOo3a6PzGQdlVsIuHkjGbES3juQT/edit?usp=sharing&ouid=114564432825160271766&rtpof=true&sd=true)]

## 3.2 Sessions Overview

[Provide a detailed description of the sessions/ activity that took place.

You can use/ refer to [3. Sessions Overview - Template 2023](https://docs.google.com/document/d/1brHw7JssaZ2EJ7IzVbWUnhNWLa_BgiiG/edit?usp=share_link&ouid=114564432825160271766&rtpof=true&sd=true)]

## 3.3 List of Participants

[Provide the list of participants signed by **all** the relevant persons.

You can use/ refer to [1. List of Participants - Template 2023](https://docs.google.com/document/d/1LxgubkSzTKHLmEFqehgmepY7SaAEpHai/edit?usp=share_link&ouid=114564432825160271766&rtpof=true&sd=true).

It is good practice to provide also a detailed description of who participated in the project activity and why: How many people? What age range? Why have these participants been targeted?]

## 3.4 [Additional Information]

[Include here any additional information of relevance]

# 4. PREPARATION & IMPLEMENTATION

## 4.1 Preparation

[Describe preparatory activities that took place before the project activity.

How was the event/ training organized? Challenges/ solutions encountered?

Any relevant document/ material that can be included in this session?]

## 4.2 Implementation

[Describe how the project activity has been implemented.

How did the event/ training go? How was the team dynamic?

Any learning points/ takeaways?]

## 4.3 [Additional Information]

[Include here any additional information of relevance]

# 5. RESULTS & OUTCOMES

## 5.1 Results

[What was achieved during this project activity? Did you meet the expected results/ KPIs?

If not, what happened to prevent their achievement? What are you doing next to meet the results?]

## 5.2 Learning Outcomes

[What are the main learnings from this project activity? Anything other NSOs can learn from? What have you learnt during the process of preparing and implementing this project activity? And the participants?]

## 5.3 [Additional Information]

[Include here any additional information of relevance]

# 6. PARTICIPANTS EVALUATION

[The participants' evaluation should focus primarily on assessing the impact of the activity on the participants. The evaluation can be conducted by sharing a questionnaire with the participants before and after the activity implemented to assess how it contributed to their personal and professional development of the participants.]

You can find [here](https://drive.google.com/file/d/1RUlFmociFujYQkHKR77HqaCFSWgb-p0M/view?usp=drive_link) examples of questions that you can include in the impact assessment questionnaire. If you need a template focused on training evaluation, you can find it [here](https://drive.google.com/file/d/14n5KDCHSefgU4IITlfjqo_n-1oQnBms4/view?usp=drive_link).

For an example of participants' evaluation focusing on logistics, see “[4. Participants Evaluation (Logistics) - Example](https://drive.google.com/file/d/1ns8V3ip0bz-po6HOfxvHLih2MvumzcD-/view?usp=drive_link)”

## 6.1 [Additional Information]

[Include here any additional information of relevance]

# 7. ANNEXES

[Here you can add photos and other visual material from the activity implemented, attach links to relevant documents and additional material, e.g. Link to Safe From Harm Certificates, link to social media posts, documents produced by the event/ training participants etc.]