**Name of the Workshop:**

**Venue**

**Date:**

1. **Background of the Workshop (Introduction)**

Please describe the background of the workshop

* Embedding in projects/programmes
* Organizations involved
1. **Workshop Objectives**

Please name the training objectives:

1. ....
2. ....
3. ....
4. **Overview of the Workshop**

Please give a short introduction to the workshop

* Overarching aim
* Participants
	+ Number
	+ Sex
	+ Origin (from which regions)
	+ Background (teacher, coaches...)
* Persons involved
	+ Facilitator
	+ Co-Facilitator
	+ Others
1. **Workshop Description (procedure)**

## Please give a short summary of each workshop day and describe:

* Structure
* Key contents
	+ Theoretical sessions
	+ Practical sessions
* Workshop methods

## DAY 1:

## DAY 2:

## DAY 3:

## Etc.

1. **Reflection, Feedback and Recommendations**
* Facilitator’s perspective
	+ What went well?
	+ Things to improve?
* Participants’’ perspective
	+ What went well?
	+ Things to improve?
* Recommendations for the next time?

**Attached Documents:**

* Workshop Agenda
* Participant List
* Power Point presentations
* Photos