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# Introduction and Overview

1.1 An Introduction to the report

# Program activities and progress

2.1 Activity description

Training in financ,e m7e, HR for the 6 csos

# Monitoring and Evaluation

3.1 Data collection method and reporting

Nov:Training finance, date, number of participants, females and males.

% of attendance sheet, % of improvement (pre post). satisfaction survey was distributed among the parti…

Outcomes: from the trainer report

# Accountability and Feedback Mechanism

4.1 Feedback

# Learning and Recommendations

5.1 Learning

5.2 Recommendations

# Challenges and Solutions

6.1 Challenges faced

6.2 Solutions proposed

# 7. Data visualisation

7.1 Graphs, charts, and tables

# 8.Future plan & Objective

8.1 Plan for next month

8.2 Targets to be achieved

# 9. Conclusion & Annex

9.1 Main points

9.2 Urgent actions