**CEMIS Capacity Building Reporting Template**

**Zone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College of Education: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please fill in the below template for the planning session (**day 0 – setting the computer lab up and getting this ready**) the day before:

|  |  |
| --- | --- |
| Date: |  |
| Who attended: |  |
| Time start/end: |  |
| Please list the activities completed and/or topics that were discussed: |  |
| Any issues/challenges? |  |
| Overall reflections: |  |

Please fill in the below template for the 2-day capacity building workshop:

|  |  |
| --- | --- |
| Date: |  |
| Who attended  |  |
| Time start/end: |  |
| Please list the activities completed and/or topics that were discussed: |  |
| How would you rate the facilitators’ work? Did they do a good job? (Provide reflections on the facilitator person) |  |
| How did you participate in the workshop? What did you contribute? |  |
| Any overall issues/challenges? |  |
| What went well? |  |
| In your interaction with the participants, what were some of their feedbacks. Are you convinced that they when they get to their colleges, they will continue to work on CEMIS? |  |
| What is your overall assessment of the training? (Any lessons learned? What should be changed at the other zonal levels?) |  |