Handout 11 - Example of an evaluation report to the stakeholders:

NAME OF INTERVENTION/ TRAINING PROGRAMME	IMPLEMENTED YES NO		NUMBER OF EMPLOYEES PLANNED	NUMBER OF EMPLOYEES ATTENDED	MUST BE ADDRESSED IN FUTURE	COSTS INVOLVED	COMMENTS
Time Management	X		50	35	Yes	R 1 500	Completed
Project Management	X		2	2	No	R 0	Not yet completed
Excell		X	3	0	Yes	R 6 000	Not yet addressed

Recommendations by SDF:

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NOTES:

1. Please keep in mind that the SDF must prioritize these needs that were not addressed. Are they critical, for example, the secretary that did not receive Excell training or is the Time management more important?

2. Also take the costs into account as it will be from your new budget for your new WSP.