

Annex D - Enterprise-Specific Training Reporting Guidelines

Activity Completion Report

Activity Completion Reports should be kept under five pages, point form is acceptable. The following major sections and information should be included in the Activity Completion Report:

1. Training Update

- list the names of persons trained
- length of training for each person
- other activities that took place

2. Project Objectives vs. Actual Achievements

- did or will the training do what it was intended to do
- has the training addressed the needs of your partner organization

3. Follow-on Activities

- will there be any further training activities
- number of partner staff to be trained by the new trainees

4. Potential Benefits to Partner Country

- list any changes to the potential benefits as described in the proposal

5. Conclusions and Recommendations

- summary of lessons learned
- recommendations for the Canadian Government on the target country and assisting Canadian businesses there

Appendix 1 - Budgeted vs. Actual Expenditures