

SUGGESTED TEMPLATE FOR DOCUMENTATION

<i>Title of Activity</i>	
<i>Date:</i>	
<i>Time Started:</i>	
<i>Time Ended:</i>	
<i>Participants</i>	

Highlight of the session:

(one paragraph description of the session including the name of the resource person, the topic, the processes used)

Annex 1: Major discussion Points

Major Topic	Major Idea / Discussions Points

Annex 2: Summary of Open Forum / Discussions

Session / Topic	Name of Participant	Questions / Issues / Comments	Answers / Discussion/ Resolutions

Documented by: _____

Date submitted: _____