

Name of Company:

Place of Promotion/Training Event:

Description of the promotion /training event (as per the LF agreement)			
Description of the promotion/training event (as it took place)			
Was promotion/ training in conformance with agreement?	Yes (Explanation)	No (Explanation)	
Trainers/Organizers/ Resource Persons name + designation			
Participants	Total:	Male:	Female:
Promotion/training event records	1. Documents, photos, participant lists, example of evaluation, etc. <i>(if available during the follow-up visit)</i>		
Promotion/training event duration			
Promotion/training style used	1. Lecture: 2. Question/answer 3. Use flipchart: 4. Us of PPT:	5. Demonstration 6. Field visit: 7. Other: Explanation/detail	
Topics covered	1.		
Did they use agreed upon session plan?	Yes Explanation	No	
Did they use agreed evaluation form?	Yes	No	
Refreshment or food	Yes Explanation (how was it organized, were participants satisfied, etc.?)	No	
Feedback from AFE staff to the LF resource persons conducting the event	1.		
Any other comments	.		

Monitored By:

Date: