

## Program Documentation

### Purpose:

- For keeping track of program delivery information such as workshop and course dates, content, participants numbers, evaluation forms and methods of delivery.

### When to use it:

- When you want to keep track of program delivery information and provide further context for your evaluation.
- This form is filled out by the facilitator at the end of a financial literacy course. It accompanies any participant pre/post evaluation forms collected during the course.

### Description:

- It captures program statistics such as number of workshops, courses, participants, topics covered and methods of delivery.
- It also provides facilitator feedback on course content, delivery challenges and successes, and participant outcomes.
- It allows organizations to track delivery statistics and feedback that may be useful for program monitoring and evaluation.

### How to use it:

- After a course has been completed, fill out the form.
- If relevant, attach it to the package of participant evaluation forms that have been gathered during the course.