Summary report of the …... programme organized by the ... for ……. on the …... is given below:

* Title:
* Objective:
* Time (& duration):
* Mode of conduct:
* Target audience:
* Number of participants:
* Summary of activities:

|  |  |
| --- | --- |
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* Take home messages:
* Follow up action:
* Evaluation by the participants:
* Budget:

………………………..

(Name, signature & designation)