**Please note**: This is a suggested template for you to report on your recent training event if your own organisation does not provide such a template.

By sending an event report to Sphere ([learning@spherestandards.org](mailto:learning@spherestandards.org?subject=Training%20event%20report)), you give Sphere permission to make it publicly available via Sphere digital platforms. Please ensure you have permission from your participants if you are including photos of them and/or information about them.

If you wish to share information or feedback with Sphere privately, please send this in the body of an email, or use the survey provided: <https://www.surveymonkey.com/r/STP2019facilitatorsENG>.

[Organisers’ logos]

**Workshop Title**

**Location (venue, city, country)**

**Dates (from, to)**

[Cover image]

Image description

**Background**: E.g. short descriptions of the organisers, their broad objectives, and the events leading up to this training event.

**Participation**: Number and nature of participants.

**Goals/learning objectives**: E.g. one or two sentences to describe the overall goal, and a few bullet points to cover the key learning objectives.

**Agenda**: This could be a brief list of sessions, or a detailed discussion of each, including learning objectives, materials/approaches used, and learning outcomes. If appropriate, use photos to add colour to this section.

**Summarised participant survey results**: Sphere recommends **always** asking participants for feedback. Include the highlights using charts and quotes.

**Conclusions**: What was the outcome of the event? What are the participants and organisers going to do next with the new knowledge and partnerships that have been formed during this event?

Include any **annexes** and **acknowledgements** as needed.