SALTO-YOUTH
TRAINING AND COOPERATION
RESOURCE CENTRE

Education and Culture

BITRIMULTI
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Training Course

(insert date)
(insert location and country)

(Name) (Contact trainer)
(Name) (Report trainer)
(Name) (Hosting National Agency)

Final Report

This report is based on the following sources:

- Post-questionnaires filled in by participants at the end of the training course
- Feedback from participants during the training course
- Feedback from the National Agencies staff and the trainers given during the team meetings
- The evaluation session organised at the end of the course
- The list of participants

Dear report trainer,

Making this report

On the following pages you will find not only a template on how to organise your report, but as well instructions/advice where needed.

All text that is written in 'red' (this colour:) is **to be deleted** from the final report and serves here just as guidelines.

The both questionnaires have only a comment box at the end of the questionnaire. This is meant for participants to write only relevant information. Please do **only** filter out the comments that contribute either to:
> → Clarifying surprising outcomes in a graphic
> → Improving quality towards future BTM TC's
> → Can be used as promotional materials for future BTM TC's

After making this report

How to proceed (please read carefully):

1. Send the provisional report to you co-trainer and NA staff who was present during the course to receive their confirmation of the report.

2. Contact the **host NA** whether they want the questionnaires back. In case yes, post it to them. Do **not** send it to SALTO!

3. E-mail the **final report** + **final pax list** + **QAT** (Excel sheet) to SALTO.

4. **SALTO will** approve the report, place it on the BTM Yahoo group and will send it to the participating NA's

5. **Copy** the data for the annual report

Timeframe for doing the above

Please also remember that you have a maximum of 2 months after the TC to finalise this report!

That's all!

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1. GENERAL INFORMATION

Participating countries	Expected number of participants	Final number of participants
(Insert participating country)	(Insert number)	(Insert number)
Total number	(Insert number)	(Insert number)

Total number of received questionnaires	(Insert number)

2. AIMS AND OBJECTIVES: ARE THEY MET?

YES	(Insert number question 9 of the POST Q Stats)	NO	(Insert number question 9 of the POST Q Stats)

3. TARGET GROUP

3.1 Experience in organising international youth exchanges within the Youth in Action

Insert here graph 3.1 from Excel QAT	Insert here graphs 3.2 and 3.3 from Excel QAT

General conclusions about participants selection and preparation

In case the number of experienced participants is (too) high, add information about what kind of previous experiences people had, what was the effect of this on the training course. Filter this information from feedback during the TC.
* Additional information can be taken from team meetings (how experienced the group is)
In case the participants DO NOT work with young people, collect additional info from team meeting (if they do not work with young people, how will the knowledge be transmitted in the organisation?)
In case participants where not prepared for the course and this had an impact on the course, explain what impact.

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4. GROUP LEARNING PROCESSES AND RESULTS

4.1 Knowledge of international youth exchanges within the Youth in Action

Insert here graph 4.1 from Excel QAT

4.2 Knowledge of the European Youth in Action Programme

Insert here graph 4.2 from Excel QAT

4.3 Confidence in presenting organization and ideas

Insert here graph 4.3 from Excel QAT

4.4 Skills in developing an international project

Insert here graph 4.4 from Excel QAT

4.5 Ability to identify an appropriate partner group

Insert here graph 4.5 from Excel QAT

4.6 Skills to negotiate and co-operate with a potential partner group

Insert here graph 4.6 from Excel QAT

4.7 Awareness about the preparation work necessary for an exchange

Insert here graph 4.7 from Excel QAT

4.8 Familiarity with the Youthpass tool in the Youth in Action Programme

Insert here graph 4.8 from Excel QAT

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4.9 Confidence to run an international youth exchange

Insert here graph 4.8 from Excel QAT

General conclusions about participants learning process and results

For the above competencies add information from the team meetings if necessary/available. (What do the NAs and trainers think their participants/whole group has learnt or that they would need to learn.)

Insert here comments, general conclusion

5. QUALITY OF THE COURSE ORGANISATION

Insert here graphs 5.1, 5.2, 5.3, 5.4 and 5.5 from Excel QAT

5.6 Experiences was taken into consideration

Insert here graph 5.6 from Excel QAT

6. METHODS AND INDIVIDUAL LEARNING

6.3 Learning needs were addressed

Insert here graphs 6.1 and 6.2 from Excel QAT

Insert here graph 6.3 from Excel QAT

7. METHODOLOGY

Insert here the brief evaluation of the course methodology, especially highlighting new developments

8. TEAM

Insert comments from the team meetings with regards to the cooperation between the team members if necessary.

9. FUTURE DEVELOPMENTS

Insert proposals from the team meetings with regards to the improvement of the course.