



Weekly Activity Report (Sample Data)

Week of April 1–7, 2025



Training Programs

- **Programs Completed: 3**
 - *"Digital Skills Bootcamp – Batch 4"* (April 1–3)
 - *"Workplace Communication Essentials"* (April 2)
 - *"Intro to Data Literacy for NGOs"* (April 5–6)
 - **Programs In Progress: 2**
 - *"Community Leadership Program"* (April 4–10)
 - *"Advanced Excel for Monitoring & Evaluation"* (Started April 6)
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Participants

- **Total Participants This Week: 68**
 - **New Registrations: 24**
 - **Average Attendance Rate: 87%**
 - **Present: 59**
 - **Absent: 7**
 - **Excused: 2**
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Faculty Coordination

- **Total Sessions Facilitated: 12**
 - **Top Faculty Member: Dr. Lina Osei (4 sessions)**
 - **Faculty Feedback: 100% submitted on time**
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Participant Feedback

- **Avg. Rating: 4.6 / 5**
- **Feedback Themes:**
 - **"Instructors were well-prepared"**
 - **"Interactive exercises helped a lot"**
 - **– "Some materials were too advanced for beginners"**
- **Notable Quote:**

"This was the first time I truly understood how to use Excel pivot tables. Thank you!"

Challenges Faced

- **Internet outage on April 3 during one virtual session (delayed by 1 hour)**
 - **Two participants reported login issues for the LMS portal**
 - **One faculty member unable to upload slide deck due to file size limit**
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Action Items for Next Week

- **Optimize LMS login experience (ticket created)**

- **Review training material complexity for entry-level programs**
- **Increase file upload limit for slide decks to 15MB**
- **Begin prep for April 12 “Impact Evaluation Methods” program**