

## LDI COMPLETION REPORT

<b>Title of LDI</b>	<i>Indicate full title of the LDI.</i>		
<b>Type of LDI</b>	<i>Indicate if job-based, relationship and discussion-based, or formal learning.</i>		
<b>Model of Delivery</b>	<i>Indicate if face-to-face, online or blended mode of delivery.</i>		
<b>Location and Venue</b>	<i>Indicate location and specific venue of LDI.</i>		
<b>Duration and Dates</b>	<i>Indicate duration (number of days) and dates (from dd/mo/yr - dd/mo/yr) of the LDI.</i>		
<b>Learning Manager</b>	<i>Indicate learning manager's name, position and office/unit.</i>		
<b>Learning Service Providers</b>	<i>Indicate names of facilitators/trainers/coaches and their positions.</i>		
<b>Number of Learners</b>	Males <i>(Indicate number)</i>	Females <i>(Indicate number)</i>	Total <i>(Indicate total number)</i>
<b>List of Learners</b>	<i>Attach the list of invited and confirmed learners. (Attachment 1)</i>		
<b>Attendance Record</b>	<i>Attach attendance sheets. (Attachment 2)</i>		
<b>Executive Summary</b>	<i>Provide brief summary of the program to include:</i> <ul style="list-style-type: none"> <li>▪ <i>Background and rationale</i></li> <li>▪ <i>Workplace Application Objective/s</i></li> <li>▪ <i>Major content areas</i></li> <li>▪ <i>Highlights of the program</i></li> <li>▪ <i>Critical incidents</i></li> </ul>		
<b>LDI Objectives</b>	<i>Indicate terminal objective/s as stated in the program design.</i>		
<b>LDI Schedule</b>	<i>Attach detailed LDI Design and Implementation Plan. (Attachment 3)</i>		
<b>LDI Outputs</b>	<i>List down outputs produced by learners during the program.</i>		
<b>Learning Resource Package</b>	<i>List the resource materials used to conduct the LDI, e.g. session guides, references, etc.</i>		
<b>LDI M&amp;E Results</b>	<i>Identify key results of the LDI, based on analysis of monitoring and evaluation data. (Refer to Monitoring and Evaluation Plan.)</i> <ul style="list-style-type: none"> <li>▪ <i>Level 1 (Reaction): Post-LDI evaluation</i> <ul style="list-style-type: none"> <li>o <i>Summary of participants' post-program evaluation</i></li> <li>o <i>Summary of program manager's review and evaluation</i></li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>o Summary of learning service providers' review and evaluation</li> <li>▪ Level 2 (Learning): <ul style="list-style-type: none"> <li>o Summary of pre- and post-test results</li> <li>o Summary of outputs produced by the participants during the program</li> </ul> </li> </ul> <p>Attach post-LDI evaluation results (Attachment 4), and pre-and post-test results. (Attachment 5)</p>
<b>General Comments</b>	<p>Provide comments related to elements of program design:</p> <ul style="list-style-type: none"> <li>▪ Selection of participants</li> <li>▪ Appropriateness and attainability of learning objectives</li> <li>▪ Adequacy and organization of content</li> <li>▪ Appropriateness of delivery methodologies</li> <li>▪ Adequacy and appropriateness of learning resource materials</li> <li>▪ Effectiveness of learning service providers</li> <li>▪ Others</li> </ul> <p>Provide comments related to program management:</p> <ul style="list-style-type: none"> <li>▪ Pre-delivery preparation</li> <li>▪ Delivery</li> <li>▪ Post-delivery</li> </ul>
<b>Recommendations</b>	<p>Present recommendations to improve LDI design and management.</p>
<b>Financial Report</b>	<p>Provide brief summary of program expenditure vis-à-vis budget. Discuss any deviations.</p> <p>Attach breakdown of program expenses vis-à-vis budget: board and lodging, honoraria, training materials, administrative cost, etc. (Attachment 6)</p>
<b>Program Report Attachments</b>	<ol style="list-style-type: none"> <li>1. List of participants</li> <li>2. Attendance Sheets</li> <li>3. Detailed L&amp;D Activity Plan</li> <li>4. Post-program Evaluation Results</li> <li>5. Pre-and Post-test Results</li> <li>6. Financial Report</li> <li>7. Program Documentation</li> </ol>