## Monthly monitoring report

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| --- | --- | --- | --- |
| Organisation | |  | |
| Month | |  | |
| Submitted by | |  | |
|  |  | |  |
| **Sessions** | **Staff in Bands 1 - 4** | | **Supervisory staff** |
| Number of sessions delivered this month |  | |  |
| Number of sessions planned next month |  | |  |
|  |  | |  |
| **Attendees** | **Staff in Bands 1 - 4** | | **Supervisory staff** |
| Number of attendees attended this month |  | |  |
| Number of attendees booked next month |  | |  |
|  |  | |  |
| **Public contributors** | **Staff in Bands 1 - 4** | | **Supervisory staff** |
| Number of public contributors attending |  | |  |
| **Notes:** |  | |  |
| *Please include how many public contributors attended or were part of session in month. For example if 1 contributor attended 2 sessions please enter 2 in the row for that type of session.* | | | |
|  |  | |  |
| **Measures** | **Data** | | **Comments** |
| KPI01 — |  | |  |
| KPI02 — |  | |  |
| KPI03 — |  | |  |
| KPI04 — |  | |  |
| **Notes:**  *Data can be recorded on a run chart instead of completing this section.* | | | |
| **How did it go this month?** Please add any learning or ideas to share with other organisations in the roll-out. | | | |
| **Nuggets.** What is going well and we want to keep doing? | |  | |
| **Niggles.** What is not going as well and we want to change? | |  | |
| **No nos.** What is not happening now and must never happen? | |  | |
| **Nice-ifs.** It would be nice if…. | |  | |