## Monthly monitoring report

|  |  |
| --- | --- |
| 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…. |   |