**An ongoing format for communicating your learning and evaluation mahi**

You can adapt this format to suit your Board reporting, community reflection hui agendas or other purposes. It should reflect what you have decided is most important for your learning and evaluation needs.

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| **Summary of key activity/what you did** | | | | **Engagement and Reach** | | | |
|  |  | | | Activity | *Including e.g.:*   * *Number of programme sessions delivered,* * *Other quantifiable activities* | | |
| Reach | *Including e.g.:*   * *Who you connected with, on what* * *Partners engaged* | | |
| Other | *Including e.g.:*   * *Media stories* * *Comms channels reach* * *Publications* | | |
| **Outcomes (list here)** | | | **Impact** | | | **Key learning** | |
|  |  | *Comment if needed* | Impact story 1 | | | What went well? |  |
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|  |  | What was challenging? |  |
|  |  | Impact story 2 | | |
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|  |  | Strategic implications and next steps | * *E.g., what do we need to do differently, more of, less of, what will we do next, questions?* |
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Developed by Kat Dawnier and Rachael Trotman, as part of an evaluation framework for Belong Aotearoa in 2021