

XX XXX 20XX

**COURSE REPORT (template)**

<b>1. COURSE IDENTIFICATION</b>				
<b>1.a. NATO Identification Code:</b>	<i>Course Admin</i>			
<b>1.b. Event Name:</b>	<i>Course Admin</i>			
<b>1.c. Start / End Date :</b>	<i>Course Admin</i>			
<b>1.d. Location:</b>	<i>Course Admin</i>			
<b>2. PREPARATIONS.</b>				
(comments to the preparation of the event)				
<b>3. EXECUTION STATISTICS.</b>				
<b>3.a. Instructor Team Composition.</b>				
<b>Job (Position)</b>	<b>NATO Grade</b>	<b>Name</b>	<b>Unit/Country</b>	<b>Remarks</b>
Course Director				
Senior Instructor				
Course assistance				
Syndicate Coach/instructor				
Syndicate Coach/instructor				
<b>3.b. Budget (in EUR). <i>CD + B&amp;F</i></b>				
<b>SME support</b>				
<b>Hospitality</b>				
<b>Other Expenses</b>				
<b>Gross Total</b>				

<b>NATO</b>				
<b>3.c. Attendance from NATO Countries.</b>				
<b>Country</b>	<b>Rank</b>	<b>Name</b>	<b>Remarks</b>	
Attach student list ( <a href="#">Course Admin</a> )				
<b>NON-NATO</b>				
<b>3.c. Attendance from Non-NATO Countries besides students from partner nations.</b>				
<a href="#">Course Admin</a>				
<b>Country</b>	<b>Rank</b>	<b>Name</b>	<b>Remarks</b>	
<b>NON-NATO (E-PRIME)</b>				
<b>3.c. Attendance from Non-NATO Countries (E-prime).</b> <a href="#">Course Admin + B&amp;F</a>				
<b>Country</b>	<b>No. of Participants</b>	<b>Subsidization (in EUR)</b>		<b>Remarks</b>
		<b>Meals</b>	<b>Travels</b>	
<b>NON-NATO (E-PRIME)</b>				
<b>3.c. Identification of Participants from Non-NATO Countries (E-prime).</b> <a href="#">Course Admin</a>				
<b>Country</b>	<b>Rank</b>	<b>Name</b>	<b>Remarks</b>	
<b>NON-NATO (E-PRIME)</b>				
<b>3.e. Total Costs Incurred (in EUR).</b> <a href="#">B&amp;F</a>				
<b>Subsidization</b>				
<b>Hospitality</b>				
<b>Representation</b>				
<b>Other Expenses</b>				
<b>Gross Total</b>				
<b>4. EXECUTION CONTENT.</b>				
<b>4.a. Achievement of Objectives.</b>				
<p>Did the students achieve the learning objectives?                      (evaluate the success / failure of the course and how / if / at what level the intended goals were – include, the participants’ feedback)</p>				

<b>4.b. Adequacy of Participants.</b>			
(analyze the language proficiency and the professional qualifications of the attendance in comparison with the capabilities envisaged during the course’s planning phase)			
Did the students:			
<ul style="list-style-type: none"> <li>- pass the mandatory ADL part before coming to the Course?</li> <li>- meet the required language code?</li> <li>- meet the requested professional requirements?</li> </ul>			
<b>4.c. Identified Shortcomings/Lessons Identified.</b>			
(assess the weaknesses detected during the planning and the execution phases of the event)			
<b>5. ACTIONS TAKEN.</b>			
(give details about the encountered difficulties and the remedial action carried out – if necessary, propose an action body to manage the issue)			
<b>6. RECOMMENDATIONS.</b>			
(propose measures / actions to be performed in the future to achieve a better outcome)			
<b>7. ADDITIONAL INFORMATION.</b>			
(provide supplementary gathered facts, not covered in the previous paragraphs)			
<b>8. RELEASING AUTHORITY.</b>			
(date)	(rank, name)	(position)	(signature)
<b>9. COMMENTS/FOLLOW UP.</b>			
<b>9.a. CCOE Course Quality Manager (if applicable).</b>			
(date)	(rank, name)	(position)	(signature)

<b>9.b. Others (if applicable).</b>			
(date)	(rank, name)	(position)	(signature)
<b>9.c. CCOE Deputy Branch Chief Training and Education Branch (OPR Individual Training).</b>			
(date)	(rank, name)	(position)	(signature)
<b>9.b. CCOE Branch Chief Training and Education Branch.</b>			
(date)	(rank, name)	(position)	(signature)
<b>9.c. CCOE Quality Manager (if applicable).</b>			
(date)	(rank, name)	(position)	(signature)
<b>9.e. Department Head (Deputy Director CCOE).</b>			
(date)	(rank, name)	(position)	(signature)