

Session 23
Monitoring and review

This part look into various aspects of assessing and reporting the progress. Monitoring, measuring, reporting and auditing are important components of any system, as they provide the required feedback, whether you are on track and what else needs to be done.

The implementation of this session will require about 1 hour and 05 minutes.

Learning outcomes

At the end of this session, the participants will be able to

1. understand the benefits from monitoring and review processes and conduct audits.
2. carry out management review and know when to involve stakeholders.

Training materials required

Presentations	Handouts/Worksheets	Reading
PPT 23_ Monitoring and review	Workbook session 23	REMC Company Handbook – sections 7

Session plan

Time in min	Content/Activity	Reference/Material
5	Introduction <ul style="list-style-type: none"> • Present learning outcomes and overview of the session 	<i>PPT 23_ Monitoring and review Slides 1-3</i>
15	Presentation - Audits Present PPT 23 and discuss on: <ul style="list-style-type: none"> • Different types of audit • Steps and consideration points for audits • Different audit protocol 	<i>PPT 23_ Monitoring and review slides 5-14</i>
50	Presentation - Management review Present PPT 23 and discuss on: <ul style="list-style-type: none"> • Stakeholder mapping and degree of engaging • Data that should be given to review to the top management • Agenda points for management review Group exercise: Ask the group to complete the task as a group <ul style="list-style-type: none"> • Develop an agenda for your next management review and take notes on the facts you want to inform your management about. 	PPT 23_ Monitoring and review slides 15-24 Workbook session 23
5	Closing <ul style="list-style-type: none"> • Q&A • Summaries key points of the session 	PPT 23_ Monitoring and review slides 26-27

