# STAR-CENTRE

Stakeholder Consultation Report

[A stakeholder consultation report is a document that summarizes the process and outcomes of engaging with stakeholders regarding a specific project or initiative.]

A. Executive Summary	
A brief overview of the report, summarizing key findings and recommendations.	
B. Introduction	
Background information about the project or initiative.	
Purpose of the consultation and its importance.	
C. Stakeholder Identification	
A list of stakeholders involved, including their roles and interests.	
Explanation of how stakeholders were selected.	
D. Consultation Process	
Description of the methods used for consultation (e.g., surveys, meetings, workshops).	
Timeline of the consultation activities.	
E. Feedback Summary	
Key themes and issues raised by stakeholders.	
Quotes or specific examples of feedback, if relevant.	
F. Analysis of feedback	
Interpretation of the feedback, highlighting areas of agreement and disagreement.	
Discussion of any patterns or trends observed.	
G. Recommendations	
Suggestions for how to address stakeholder concerns or incorporate their feedback into the project.	
H. Next Steps	
Outline of the actions to be taken following the consultation.	
Timeline for implementing changes based on feedback.	
I. Appendices	
Additional materials such as detailed feedback, meeting notes, or relevant documents.	

Note: The content in the document is intended to only provide guidance to prepare the report
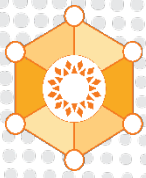
Training Program

[A training program template is structured framework used to create and deliver effective training programs. It outlines the essential components of a training program, ensuring high-quality learning experiences.]

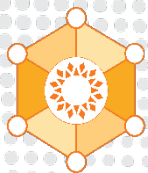| A. Training Program Overview |
|---|
| - Training title
- Clearly state the training objective
- Specify the intended training audience/participants
- Indicate the training duration
- Choose the training delivery method/location
- List necessary training materials like handouts, presentation, or online resources |
| **B. Training Agenda** |
| - Define the agenda of different days of training or different training sessions |
| **C. Training Content Outline** |
| - Provide an overview of different topics, importance, and relevance of all fundamental principals
- State best practices and guidelines, emerging trends, and future development |
| **D. Trainer Information** |
| - Trainer name
- Trainer qualifications and expertise
- Trainer contact information |
| **E. Participation Evaluation** |
| - Pre-training assessment
- Post-training assessment
- Feedback form |

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Feedback Form

[Creating a stakeholder feedback form for an off-grid solar project is essential for gathering valuable insights and ensuring community engagement.]

A.	Basic Information
	Name
	Contact information
	Location
B.	**Project Awareness**
	How did you learn about the off-grid solar project? Community meeting Social media Word of mouth Other (please specify)
C.	**Satisfaction Levels**
	How satisfied are you with the following aspects of the project? (Rate from 1 to 5) Information provided about the project Installation process System performance Maintenance support Overall impact on the community
D.	**Feedback on Implementation**
	What challenges have you faced regarding the solar system?
	Are there any specific features or services you feel are missing?
E.	**Community Impact**
	How has the off-grid solar project affected your daily life? (e.g., access to electricity, economic benefits)
	What positive changes have you noticed in your community since the project began?
F.	**Suggestions for Improvement**
	What improvements would you suggest for the project?
	Are there additional services or support you would like to see?
G.	**Future Engagement**
	How would you prefer to receive updates about the project? (e.g., email, community meetings, social media)
	Would you be interested in participating in future discussions or workshops about the project?

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H.	Additional Comments
	Please share any other thoughts or feedback you have regarding the off-grid solar project.
I.	Consent for Follow-up
	Would you be open to being contacted for further discussions or clarifications regarding your feedback? (Yes/No)