



**Youth and Adult Leaders for Program Excellence:
A Practical Guide for Program Assessment and Action Planning**

Welcome to your Report Template!

To save time and guide you through the report-writing process, we have created a template for you. The template is formatted to give your report a professional look, and includes directions for how to write each section. Just type your report right in the template (as a Word document), and save it with a new name.

When you are finished with the report, it will have eleven parts:

- 1) Cover Page**
- 2) Executive Summary**
- 3) Evaluators and Authors of the Report**
- 4) Table of Contents**
- 5) Introduction**
- 6) Overview of the Assessment Process**
- 7) Main Results (with graphs and charts)**
- 8) Key Findings**
- 9) Conclusions**
- 10) Recommendations**
- 11) Executive Approval**

After you've written each section, you can delete the yellow text boxes that enclose the instructions, so that only your text remains. Good luck!

When you finish writing the report,
DELETE this page before printing.

[YOUR PROGRAM'S NAME HERE]

Self-Assessment Report:
Youth and Adult Leaders for
Program Excellence

Report submitted [insert date]

EXECUTIVE SUMMARY

This section gives an overview of your assessment. It's geared for people that don't have time to read your whole report, so it should be fairly short (one to two pages) and direct. You want to get right to the point!

This is the first section that your audience will read, so choose your words carefully to achieve the best impact.



Questions to answer in the Executive Summary:

- ◆ To whom is this report addressed?
- ◆ Why did your program conduct this assessment?

(To answer these first two questions, it might help to refer back to the “Purposes and Benefits for Us” Worksheet that you completed during the planning stage of the assessment process.)

- ◆ What are the major conclusions from your assessment?
- ◆ What are your main recommendations?
- ◆ What are the action steps that your program should take?

HELPFUL TIP: Write this section last, after you have prepared the rest of the report.

This report is addressed to...

Our program conducted this assessment in order to...

From this assessment, we concluded that...

Our main recommendations, based upon this assessment, are as follows:

- 1)
- 2)
- 3)

We also suggest the following action steps:

- 1)
- 2)
- 3)