**

The objective of the news report is to give an update on the progress of your action plan on a monthly basis. More specifically: which activities have been completed, which ones are on-going and/or up-coming, which new initiatives-if any- have been created and which activities were not implemented.

**Monthly Report**

**September 2018**

# Key actions and milestones (events that took place and are upcoming)

**Name of the Organisation: ……………………………………**

*Α.***Title of the Action: …………………………..Number of the Action inthe Action Plan …………………**

*(If an action includes different sub-actions, please describe briefly in bullet points- max 100 words)*

**Sub-actions:**

*B.***Description of the Action** (*max 100 words*)

Try to be as specific as possible including the following:

* objectives of the action
* target group (ICT specialists, teachers, citizens, small medium enterprises etc.)
* type of action (upskilling/reskilling, advanced skills in ICT sector, eventetc.),
* type of digital skills ( Digital marketing, coding, soft skills etc.)
* number of participants
* number of beneficiaries
* Information on the event (location, agendaetc.)
1. **Benefits***(max 30 words)*

Describe in bullet points the expected benefits **after the implementation** of the action:

1. **Partnerships***(max 30 words)*
* List partners, if any, involved in the design and implementation of the action indicating their key role

# Communication activities

* Add photos of the action, promotion material, news articles, social media posts etc.
* More information can be found at: http://.... *(please add URL of the action)*.