REPORTING GUIDELINE TEMPLATE FOR 1ST QUARTER

PRODUCTIVITY INDICATOR FOR……….……………………….…………
(Specify Name of MDA)

QUARTER ENDING 30TH SEPTEMBER…………………………………….…

INDICATOR	TARGET	STATUS	REMARKS/EXPLANATORY NOTES
Creation of an Enabling Environment for Productivity Mainstreaming	Established and operationalized a productivity mainstreaming committee		If achieved; state the number of committee members and the contact of the chairperson
	Trained productivity champions/ mainstreaming committee		
	Creation of awareness/sensitization on productivity mainstreaming to staff members		(If achieved; state the number of staff sensitized to total staff number)

Name and Signature of Head of Institution/Accounting officer

…………………………………………………

…………………………………………………

Date of signing………………….………...

Name and Signature of Productivity Committee Chairperson

…………………………………………………

…………………………………………………

Date of signing……………………………..…

Note: *Send report to NPCC via email:* *productivitycentre@labour.go.ke*