

## Implement - 4.3 Feedback worksheet

Think about giving feedback on the following issues:

- Achievements of the programme, e.g., overall progress, actions taken by staff, activities carried out.
- Achievements of the target groups, e.g. energy used/saved.
- Ongoing energy savings.
- Activities performed during the programme.
- Team or individual activities or achievements.
- Sustainability-related projects being carried out.
- Overall impact of the programme.

What is your feedback and for whom?	Format and media	Frequency
For:  Information / Message:		<input type="checkbox"/> Continually
		<input type="checkbox"/> Once a week
		<input type="checkbox"/> Every two weeks
		<input type="checkbox"/> Monthly
		<input type="checkbox"/> Every two months
		<input type="checkbox"/> Every six months
		<input type="checkbox"/> Once a year
		<input type="checkbox"/> Once in the programme
For:  Information / Message:		<input type="checkbox"/> Continually
		<input type="checkbox"/> Once a week
		<input type="checkbox"/> Every two weeks
		<input type="checkbox"/> Monthly
		<input type="checkbox"/> Every two months
		<input type="checkbox"/> Every six months
		<input type="checkbox"/> Once a year
		<input type="checkbox"/> Once in the project

Add further rows as necessary.