

HOW TO USE THE CHILD LABOUR PREVENTION AND REMEDIATION REPORT TEMPLATE

1. **Cover picture and footer:** To change the picture, right-click and 'change picture from file', set it to Black and White



Don't forget to double-click the footer and manually change the report title placeholder to reflect the title of your report.

Your Report Title Here

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2. **Table of Contents:** This updates automatically AFTER you are done with the document, as long as you follow the headings in the document below.

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3. **Executive Summary** – this is the first-level heading, based on “Heading 1” in the Styles ribbon. The Executive Summary should include the following:

- Background of this case related CLPR training
- Training objective and key topics
- Basic information about the training in table below

The table should not only include the number and gender of participants, but also the main departments they are from; also include observers. e.g. *12(7M/5F) participants from HR, production and sales.*

Don't forget to give your table a title e.g. *Table 1: An Overview of Participants*

1 EXECUTIVE SUMMARY

Add description here...

- Add key points or highlights in bullet form like [this](#)

Table 1: Overview of participants

Factory name	xx		
Training date	xx	Trainer	xx
No. of participants	xx	Pre/post-training survey	xx

4. **Key Findings:** This is the next big chapter title and it also uses a Heading 1 style

2 KEY FINDINGS

Based on the pre-training survey and onsite discussions, the following points were noted:

- xxxxxxx

5. **Key Discussions:** This page uses an example of a second-level heading using a “Heading 2” in the Styles ribbon.

Note that all Heading 1 and 2s are written in ALL CAPS.

In this section, do the following:

- Highlight the key issues as identified in rapid assessment.
- Introduce more details when participants shared their related procedures about certain training topics, and also their feedback and concerns raised during the training
- Less details about the training content
- Try to control this section within one page

3 KEY DISCUSSION

3.1 THIS IS TYPED IN CAPITAL LETTERS

xxxxx

3.2 XXXX

xxxxx

3.3 XXXX

xxxxx

3.4 XXXX

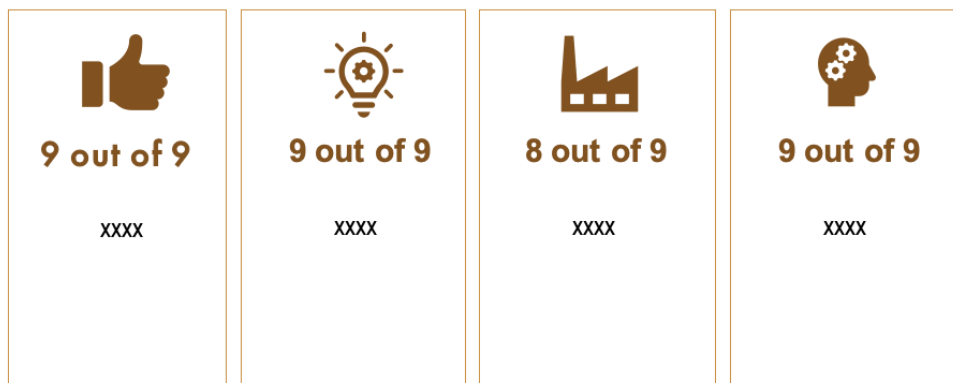
xxxxx

6. **Key Impact and Takeaways:**

The following is an example of how to present survey responses from a post training survey:

4.1 GENERAL FEEDBACK ABOUT THE TRAINING

According to the post-training survey



Below is an example of chart titles and charts. Chart titles should be *italicised*.

4.2 STRENGTHENED AWARENESS OF CHILD LABOUR

Chart 1: Do you agree with the following statement? "I know how to interview a candidate to verify their age if I think their ID is suspicious."

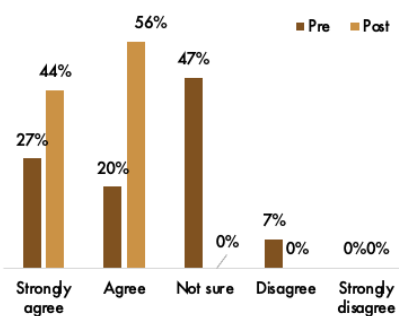
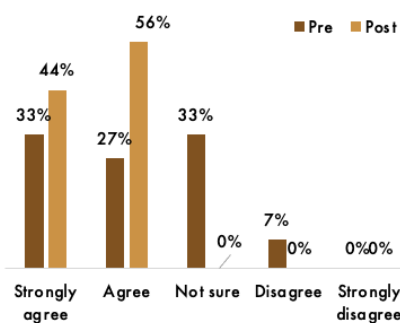


Chart 2: Do you agree with the following statement? "I know exactly what documents I should check to confirm the worker's age."



/

7. **Quotes:** Below is an example of how to present quotes

4.3 QUOTES FROM PARTICIPANTS AFTER THE TRAINING:



"XXXXXXXXXXXXXXXXXXXXX"

-Participant A

8. Conclusion and Action Plan: In addition to the action plan table on this page, strive to also present the following in this section:

- Goal: objective the factory intends to achieve
- Step: be specific and practical
- Staff responsible: name and position
- Current status: simply say: completed / ongoing / postponed; please mention details about progress below the table

Table 2: Action Plan

No	Goal	Step	Staff responsible	Timeline	Current status
1	Optimise recruitment procedure		HR (Ms. Ma)	Mar. 10, 2023	
2	Raise the awareness of all staff and workers on CL				
3	Enhance internal risk control				

More details about the progress of the action plan:

9. Save the report template as a template so that you can choose it from the Word template directory whenever you create a new document. To do this, simply:

- Open the report template, click on “save as template” and “save”.
- Close the template document
- Open word and select “New from template”
- Select the MY Voice report template you just saved and start working in the document as normal.