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| ORT Training - Level 01 (Community ORT Volunteers) |
| Activity #03 – Reporting & logistics Exercise |

Timing 🕝 Exercise 20’ – Correction 10’

**Objective**

* To practice on reporting on cases and stocks

**Materials**

* Already pre-filled register (with 21 cases)
* Empty weekly report
* Empty daily report
* Empty stock summary and re-order sheet

**Method**

The exercise can be done in plenary, orally (if needs to go quick).

Best if can be done in small groups of 3-4 people to encourage exchanges between participants.

* Distribute blank registers and empty report and re-order sheet.
* Ask groups to fill registers with the information collected in the previous session (while doing patient diagnosis / treatment)
* Ask groups to fill a daily / weekly report
* Ask groups to fill a stock report and re-order sheet