



GREEN CANDLE BREAKOUT

CERTIFICATE & WORKSHOP DOCUMENT SYSTEM

Professional Templates • Institutional Records • Programme Governance

2026 EDITION

- 01 Certificate of Participation
- 02 Certificate of Appreciation
- 03 Participant Registration Form
- 04 Attendance & Participant Sheet
- 05 Participant Record & Certificate Tracking
- 06 Participant Feedback Form
- 07 Session Report Template
- 08 Workshop Completion & Documentation Checklist
- 09 Workshop Documentation SOP

A consistent system for registration, attendance, feedback, reporting, certificates and programme close-out.

Independent Education & Knowledge Initiative

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GREEN CANDLE BREAKOUT

Legal Literacy • Investor Awareness & Financial Literacy • Entrepreneurship Education

CERTIFICATE OF PARTICIPATION

This certificate is proudly presented to

[PARTICIPANT / RECIPIENT NAME]

for active participation in

[PROGRAMME / WORKSHOP TITLE]

conducted under Green Candle Breakout - an Independent Education & Knowledge Initiative.

DATE	INSTITUTION / VENUE	CERTIFICATE ID
[DD / MM / YYYY]	[NAME]	[GCB-YYYY-0001]

Programme Coordinator**Programme Coordinator**

Authorised Signatory**Authorised Signatory**



GREEN CANDLE BREAKOUT

Legal Literacy • Investor Awareness & Financial Literacy • Entrepreneurship Education

CERTIFICATE OF APPRECIATION

This certificate is proudly presented to

[PARTICIPANT / RECIPIENT NAME]

in recognition of valuable contribution to

[PROGRAMME / WORKSHOP TITLE]

conducted under Green Candle Breakout - an Independent Education & Knowledge Initiative.

DATE	INSTITUTION / VENUE	CERTIFICATE ID
[DD / MM / YYYY]	[NAME]	[GCB-YYYY-0001]

Programme CoordinatorProgramme Coordinator

Authorised SignatoryAuthorised Signatory



Participant Registration Form

To be completed before the programme/session

Programme / Workshop	[]
Institution / Organisation	[]
Date & Time	[]
Venue / Mode	[]

Participant Details

Full Name _____

Class / Course / Designation _____

Institution / Organisation _____

Email _____

Mobile Number _____

City / Location _____

Age Group (optional) _____

Area of Interest _____

Participation Preference

☐ Legal Literacy ☐ Financial Literacy ☐ Investor Awareness ☐ Entrepreneurship / MSME ☐ Other:

Consent & Declaration

I confirm that the information provided above is accurate and may be used by Green Candle Breakout for programme administration, attendance, learning communication, feedback, and certificate records. Any photograph/video use should follow the host institution's applicable consent process.

Participant Signature	_____
Date	_____



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Workshop Documentation System

Attendance & Participant Sheet

Print-ready register for workshops, sessions and institutional programmes

Programme / Workshop	[]			
Institution / Venue	[]			
Date / Time	[]			
Facilitator / Resource Person	[]			
S.No.	Participant Name	Class / Role	Mobile / Email	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Total Participants: _____ Present: _____ Absent (if pre-registered): _____



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Workshop Documentation System

Participant Record & Certificate Tracking

Administrative record for post-session documentation

Programme / Workshop	[]					
Institution / Venue	[]					
Programme Date	[]					
Batch / Reference No.	[]					
S.No.	Participant Name	Contact	Attendance	Feedback	Certificate ID	Issued
1			☐	☐		☐
2			☐	☐		☐
3			☐	☐		☐
4			☐	☐		☐
5			☐	☐		☐
6			☐	☐		☐
7			☐	☐		☐
8			☐	☐		☐
9			☐	☐		☐
10			☐	☐		☐
11			☐	☐		☐
12			☐	☐		☐
13			☐	☐		☐
14			☐	☐		☐
15			☐	☐		☐
16			☐	☐		☐
17			☐	☐		☐
18			☐	☐		☐
19			☐	☐		☐
20			☐	☐		☐
21			☐	☐		☐
22			☐	☐		☐

Certificate numbering suggestion: GCB-[YYYY]-[Programme Code]-[0001]. Keep a single sequential register for auditability.

Participant Feedback Form

Help us improve learning quality and programme relevance

Programme / Workshop	
Institution / Organisation	
Date	
Participant Name (optional)	

Please rate the following

Criteria	1	2	3	4	5
Relevance of content	☐	☐	☐	☐	☐
Clarity of explanation	☐	☐	☐	☐	☐
Practical usefulness	☐	☐	☐	☐	☐
Engagement / interaction	☐	☐	☐	☐	☐
Overall experience	☐	☐	☐	☐	☐

1 = Needs Improvement • 5 = Excellent

Most useful part of the programme

One concept you will apply after this session

What could be improved

Topics you would like in a future session

Would you recommend a Green Candle Breakout learning programme to others? ☐ Yes ☐ Maybe ☐ No

Session Report Template

Structured documentation for institutional programmes

Programme / Session Title	[]
Institution / Organisation	[]
Date / Time / Duration	[]
Venue / Mode	[]
Facilitator / Resource Person	[]
Participant Group / Strength	[]

1. Purpose & Context

Briefly state why the session was conducted and the institutional/learner need addressed.

2. Learning Objectives

List 3-5 clear objectives for the session.

3. Topics Covered

Record the main concepts, examples, activities and discussion areas.

4. Methodology & Engagement

Note teaching method, interaction, case examples, activity, quiz, reflection or demonstration used.

5. Key Participant Responses

Capture questions, insights, common misconceptions and notable engagement.

6. Outcomes & Immediate Evidence

Record what participants understood, practised, produced or committed to apply.

7. Follow-up / Recommendations

List suggested next session, resource, action point or institutional follow-up.

Documentation Attached

☐ Attendance Sheet ☐ Photographs ☐ Feedback Summary ☐ Participant Work / Activity ☐
Certificate Record ☐ Other: _____

Prepared by	[]
Date	[]
Verified / Acknowledged by Host Institution	[]

Workshop Completion & Documentation Checklist

Operational close-out checklist

Programme / Workshop	[]
Institution / Organisation	[]
Date	[]
Coordinator	[]

A. Before the Session

- ☐ Programme objective and audience confirmed
- ☐ Date, time, venue / online link confirmed
- ☐ Session plan / presentation ready
- ☐ Participant registration mechanism ready
- ☐ Host contact person and logistics confirmed
- ☐ Consent / photography expectations clarified where applicable

B. During the Session

- ☐ Attendance captured
- ☐ Session delivered as planned
- ☐ Key questions / observations noted
- ☐ Activity / assessment completed where applicable
- ☐ Photographs or evidence captured only as permitted

C. After the Session

- ☐ Feedback collected
- ☐ Session report completed
- ☐ Participant record updated
- ☐ Certificates prepared / issued if applicable
- ☐ Learning resources shared
- ☐ Follow-up action communicated
- ☐ Files stored using standard naming convention

D. Quality & Governance

- ☐ No misleading legal or financial advisory claims made

- ☐ Educational scope and professional boundaries maintained
- ☐ Participant data handled only for stated programme purposes
- ☐ Final documents checked for accuracy before sharing

Close-out Notes

Completed by	[]
Completion Date	[]
Pending Action (if any)	[]

Workshop Documentation SOP

Simple operating system for consistent, professional programme records

Purpose

This SOP standardises how Green Candle Breakout prepares, records, closes and archives workshops, awareness sessions, masterclasses and institutional learning programmes.

1. Create Programme Reference

Assign a short programme code and date. Example: GCB-LL-2026-08-25-A.

2. Register Participants

Use the Registration Form for individual intake or institution-provided participant lists.

3. Capture Attendance

Use the Attendance Sheet on the programme day. Do not rely only on informal headcounts.

4. Deliver & Document

Keep a copy of the session plan/material, note questions and activities, and capture permitted evidence.

5. Collect Feedback

Use the standard Feedback Form or the future digital feedback system.

6. Complete Session Report

Prepare a concise report within 24-72 hours while details are fresh.

7. Update Certificate Register

Issue certificates only after verifying participant name and attendance/eligibility.

8. Archive the Pack

Store programme material, attendance, feedback, report and certificate register in one programme folder.

Recommended Folder Structure

GCB_[ProgrammeCode]_[Date]

01_Admin

02_Session_Material

03_Attendance

04_Feedback

05_Photos_Evidence

06_Report

07_Certificates

Naming Standard

Use YYYY-MM-DD dates and descriptive file names. Example: 2026-08-25_GCB_Financial-Literacy_Attendance.pdf

Professional Boundary

Green Candle Breakout materials are educational. Programme documents should not present general awareness content as personalised legal representation, personalised investment advice, or a guaranteed outcome. Any activity requiring a regulated licence or institutional approval should be handled only within the applicable framework.