



Participant Sessions - Calculator 2023

Tool to track participant sessions delivered

Use this table to calculate the number of participant sessions delivered each day.

At the end of the month, insert the total number at the bottom of each column into your annual returns tracker.

Participant Sessions		EG	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	26	27	28	29	30	31					
Type in the number of participants who attended each session in the relevant column. The number shown in the "Total" row indicates the participant sessions delivered each day.	Session 1	3																																				
	Session 2	2																																				
	Session 3	3																																				
	Session 4	1																																				
	Session 5	4																																				
	Session 6	5																																				
	Session 7																																					
	Session 8																																					
	Session 9																																					
	Session 10																																					
	Total	18																																				

Example: In the example above, there were 6 sessions scheduled for the day and a total of 18 participant sessions were delivered.

Comments