**HerNest**

*Human Centered Data Ecosystem*

**Reporting Templates**

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**📖 HOW TO USE THIS TEMPLATE**

**What This Is**

Report templates for professional documentation.

**How to Use**

* Select report type
* Fill in all sections
* Replace [PLACEHOLDERS]
* Add data and charts

**Tips**

* Update regularly
* Keep reports concise

**📝 ABOUT PLACEHOLDERS**

* [Organization Name] → Your organization name
* [Your Name] → Your actual name
* [Date] → Actual date
* HerNest or [HerNest] → Keep as is (ecosystem name)
* Any [BRACKETED TEXT] → Your information

**📄 TEMPLATE CONTENT**

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**Marketing Report Template (Media & Communications)**

**HerNest Marketing & Communications – EQ Impact Report**

**A. Overview**

Campaign Name: [Name]

Period: [Q1 2025]

Objective: [Brand Awareness / Engagement / Conversion]

**B. Data Metrics**

**C. Emotional Intelligence (EQ) Insights**

**D. Outcome**

Impact: [Describe how emotional resonance drove engagement]

Growth: [Highlight measurable improvements]

**E. Recommendations**

[Increase use of emotionally resonant storytelling]

[Fine-tune frequency of messaging based on audience EQ feedback]

**Partnership & Collaboration Report Template**

**HerNest Partnership Resonance Report**

**A. Overview**

Partner Organization: [Name]

Collaboration Period: [Timeline]

Objective: [Funding, Joint Programs, Market Entry]

**B. Partnership Data**

**C. Emotional Intelligence (EQ) Insights**

**D. Outcome**

Impact: [Effect of partnership on beneficiaries or stakeholders]

Growth: [Business or operational growth achieved]

**E. Next Steps**

[Strengthen emotional alignment through joint resonance workshops]

[Expand collaboration to new areas based on success patterns]

**Programs Report Template (Impact & EQ)**

**HerNest Program Impact & EQ Report**

**A. Program Overview**

Program Name: [Name]

Timeline: [Start–End]

Objective: [Empowerment, Training, Access]

**B. Data Metrics**

**C. Emotional Intelligence (EQ) Insights**

**D. Outcome**

Impact: [Describe changes in beneficiary emotional fields and behavior]

Growth: [Describe economic, educational, or social growth metrics]

**E. Recommendations**

[Expand program elements with highest resonance]

[Collect deeper EQ data for continuous improvement]

**Policy Reporting Template – With EQ Insights**

Section 1 – Policy Details

Policy Name:

Date Introduced:

Reporting Period:

Policy Owner/Department:

**Section 2 – Policy Intent & Alignment**

Purpose of the policy:

Alignment with organizational values:

Intended audience or affected group:

**Section 3 – Implementation Status**

Launch date:

Communication method used:

Rollout stages completed:

Adoption level (High/Medium/Low):

**Section 4 – Emotional & Behavioral Reception (EQ Layer)**

Perceived Fairness: How fair do stakeholders feel the policy is? (1–10)

Trust Impact: Has the policy increased or decreased trust in leadership? (Increase / Decrease / Neutral)

Emotional Comfort: Are people more or less comfortable with their work/life environment because of this policy?

Adaptability Level: How quickly are stakeholders adjusting to the policy? (Fast / Moderate / Slow)

Top 3 emotions expressed (choose or add: Relief, Frustration, Hope, Confusion, Pride, Anxiety, Excitement, Resistance):

Direct quotes or feedback:

**Section 5 – Observed Behavioral Change**

Positive behavioral shifts:

Negative behavioral shifts:

Engagement changes (e.g., participation, compliance, contribution):

**Section 6 – Measurable Results**

KPIs achieved:

KPIs missed:

Policy impact rating (overall effectiveness 1–10):

**Section 7 – Adjustments & Recommendations**

Policy areas to modify:

Communication improvements:

Follow-up actions:

**Community & Impact Measurement Reporting Template – With EQ Insights**

Section 1 – Initiative Overview

Program/Project Name:

Reporting period:

Location(s):

Target group:

**Section 2 – Intended Outcomes**

Social change goals:

Economic goals:

Emotional/community wellbeing goals:

**Section 3 – Reach & Inclusion**

Total participants engaged:

Gender distribution:

Age distribution:

Inclusion of marginalized groups:

**Section 4 – Emotional & Wellbeing Impact (EQ Layer)**

Community Wellbeing Score (1–10):

Hope Index – % of participants expressing optimism about the future:

Trust in Organization (1–10):

Sense of Belonging – Do participants feel included and valued? (Yes / No / Partial)

Top 3 emotions expressed (Happiness, Gratitude, Motivation, Confusion, Doubt, Anger, Pride, etc.):

Memorable quotes or testimonials:

**Section 5 – Behavior & Culture Shifts**

New habits formed in the community:

Increase in collaborative activities:

Reduction in harmful practices:

**Section 6 – Measurable Outcomes**

Quantitative: Income change, education enrollment, health improvements, etc.

Qualitative: Stories, leadership growth, shifts in mindset.

**Section 7 – Lessons & Recommendations**

What worked well:

Challenges faced:

Adjustments for next phase:

**Subscribing Business/Organisation Reporting Template – With EQ Insights**

**Section 1 – Business Details**

Business/ Organisation name:

Industry:

Subscription start date:

Reporting period:

**Section 2 – Use of Frameworks & Models**

Tools/templates used:

Frequency of application:

Departments engaged:

**Section 3 – Tangible Results**

Revenue/efficiency gains:

Cost/time saved:

Process improvements:

**Section 4 – Emotional & Cultural Shifts (EQ Layer)**

Organizational Wellbeing Score (1–10):

Change Readiness – How open are staff to new practices? (High / Medium / Low)

Trust in Partnership – How much do they trust the framework provider? (1–10)

Employee Morale Trend (Upward / Stable / Declining):

Top 3 emotions expressed internally (Excitement, Frustration, Curiosity, Motivation, Fatigue, Hope, etc.):

Selected quotes from staff feedback:

**Section 5 – Leadership Insights**

Management’s perception of value:

Leadership confidence in using the frameworks:

Changes in decision-making quality:

**Section 6 – Challenges & Requests**

Barriers to usage:

Recommended new tools/resources:

**Section 7 – Recommendations**

Partnership growth opportunities:

Next action steps:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metric | Baseline | Current | Change (%) | Interpretation |
| Engagement Rate (CTR, etc.) | [X%] | [X%] | [+/-X%] | High/Low Resonance |
| Audience Growth | [X] | [X] | [+/-X%] | Organic vs. Paid |
| Conversion Rate | [X%] | [X%] | [+/-X%] | Campaign Effectiveness |

|  |  |  |  |
| --- | --- | --- | --- |
| EQ Factor | Observed Level | Survey/AI Data Source | Insights |
| Emotional Resonance | High/Medium/Low | Audience EQ Survey, Sentiment Analysis | Content evoked positive emotions |
| Trust & Connection | [Score] | Engagement feedback | Audience perceived authenticity |
| Message Clarity | [Score] | Qualitative responses | Messaging aligned with audience needs |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metric | Baseline | Current | Change (%) | Interpretation |
| Partnership Engagement | [X%] | [X%] | [+/-X%] | High Vibrational Alignment |
| Joint Project Success Rate | [X%] | [X%] | [+/-X%] | Collaboration Effectiveness |
| Financial/Impact Value | [$X] | [$X] | [+/-X%] | Value Delivered |

|  |  |  |
| --- | --- | --- |
| EQ Factor | Score/Observation | Source |
| Alignment of Values | High/Med/Low | Partner Feedback |
| Communication Vibrancy | [Score] | Meeting Analysis |
| Trust & Mutual Growth | [Score] | EQ Survey |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Metric | Baseline | Current | Change (%) | Interpretation |
| Beneficiaries Reached | [X] | [X] | [+/-X%] | Scale of reach |
| Participation Rate | [X%] | [X%] | [+/-X%] | Engagement Strength |
| Adoption of Solutions | [X%] | [X%] | [+/-X%] | Impact Effectiveness |

|  |  |  |  |
| --- | --- | --- | --- |
| EQ Dimension | Observed Level | Survey/Behavioral Data | Notes |
| Confidence & Empowerment | High/Med/Low | EQ Beneficiary Survey | Beneficiaries show increased agency |
| Emotional Resilience | [Score] | Post-Program Feedback | Program strengthened resilience |
| Community Connection | [Score] | Peer Interaction Data | Strong collaborative outcomes |

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*HerNest • Empathy First • Truth as Foundation • Sustainable Impact • Capacity, Not Dependency*