



Training Course on Reporting Skills and Professional Writing

Reports are an essential project management tool. Effective reporting helps to compare the reality in the field with the plan, aids management thinking and increases transparency.

This five-day course enhances participants' ability to set evaluation goals, gather and analyse data and plan and write field and evaluation reports in concise, clear language. It is equally suitable for both field staff and project management.

During this course participants learn the process of reporting and how to:

- Set evaluation goals
- Select data gathering methods
- Analyse qualitative and quantitative data
- Plan the report
- Write more clearly and organise their ideas and analysis effectively

The training uses a range of methods, including presentation, group discussion, problem-solving tasks, case study and practical exercises. There is a strong focus on the real challenges facing participants and the practical aspect throughout. Central to this course is the Mind Mapping method of planning and analysis, an accelerated learning technique. On the first day a case study is provided for participants, which serves as a vehicle for intensive practical work of the analysis and writing skills. A typical schedule is:

Day One

- Course Introduction
- Purpose of Reporting
- Ways of Gathering Data
- Introduction to Professional Writing & the Writing Process

Day Two

- Analysis of Quantitative Data
- Clustering Data
- The Mind Mapping Method for Qualitative Data Analysis
- Identifying Linkages / Crosscutting Issues

Day Three

- Clarity in Professional Writing
- Organisation of Professional Writing
- Deductive vs. Inductive Approaches
- Paragraph Writing

Day Four

- Organising Reports
- Writing the Introduction
- Practical: Writing the Introduction
- Practical: Writing the Main Body

Day Five

- Practical: Writing Conclusions and Recommendations
- Editing
- Further practical work or optional modules based on participants' needs