

REPORT WRITING



As a development practitioner, one will often be asked to create reports and present their findings. These reports consequently, serve as a means to inform the donor of the activities that have been undertaken over a certain period of time. Understanding that report writing is crucial in all projects and programs, this course is designed to equip development practitioners with skills that will ensure their reports are clear, consistent and engaging to the donor. Good decisions come from good reports. The best reports demonstrate the writer's command of both material and medium. They demand respect and achieve an appropriate, positive response.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- Have a greater understanding of the main report formats
- Be better at planning and organising reports
- Be able to write more structured reports
- Learn how to write clear, concise, correct, complete and review reports
- Writing and vetting different report types
- Organize the structure of the report
- Write clearly and effective use of language skills

■ Who should attend?

The training is suitable for development practitioners, program managers, researchers, project officers/advisors, and their assistants from NGOs, CBOs, and individuals interested in working in the development sector.

■ Course Outline

Module 1: Introduction to Report Writing

Module 2: Report Writing Preparation

Module 3: Planning the report

Module 4: Writing the Report

Module 5: Report Writing Tools and Techniques

Module 6: Reviewing the report

■ Course Structure

The certificate course in Report Writing takes approximately 16 hours OR is offered 2 days. The course is based on a practical, participatory, active learning approach, and group discussions. An Action Guide by Mr. Tek Sophath. Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.