



## TRAINING COURSE: REPORTING SKILLS AND PROPOSAL WRITING

Fairview Hotel, Nairobi, Kenya, 18 – 22 July 2011

This is a five-day training for Nairobi, July 2011 only. It combines the key features of both our Reporting Skills and Proposal Writing courses. It is a little bit more intensive than doing both courses separately. Days may run slightly longer, and the pace may be a little bit faster. There may be evening reading assignments.

Training will be held at the world-class Fairview Hotel, and the fee (USD 800) includes all refreshments, lunch, training materials and certificates. Participants will also receive two free PDF toolkits – 'Reporting Skills and Professional Writing' and 'Project Proposal Writing'.

The course runs from July 18 – 22 as follows:

### Day One

- Course Introduction
- Introduction to Professional Writing and The Writing process
- Writing Clearly

### Day Two

- Setting Objectives
- Data Gathering Methods
- Data Analysis

### Day Three

- Data Analysis / Planning
- Organising Ideas in Writing
- Extended Practical 1 (Children in Nepal Report)

### Day Four

- The Logical Framework Approach
- Extended Practical 2 - Planning (Group-defined tasks)

# ELD Training

empowerment, learning, development



## Day Five

- Extended Practical 2 (Cont.) - Drafting
- Editing Session
- Final Presentation
- Review, Evaluation & Closing

A laptop is highly recommended. To see in detail how this course works, you can see a recent report at [www.eldtraining.com/unfpa\\_report.pdf](http://www.eldtraining.com/unfpa_report.pdf).