



## TRAINING COURSE: REPORTING SKILLS AND PROPOSAL 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 workshop also encourages participants to become 'problem solvers' who can objectively analyse the existing situation and identify the root causes of problems, set appropriate objectives and communicate their proposal to donors clearly and effectively.

This five-day course enhances participants' ability to set evaluation goals, gather and analyse data and plan and write field reports, evaluation reports and project proposals in concise, clear language.

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

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

It is equally suitable for both field staff and project management. 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. Bringing a laptop is highly recommended. To see in detail how this course works, you can see a recent report at [www.eldtraining.com/docs/unfpa\\_webreport.pdf](http://www.eldtraining.com/docs/unfpa_webreport.pdf).

### 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)

### Day Five

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

See our [training schedule](#) to find out when this course is next planned in your area.

See the document [Registration, Fees and Payment Information](#) for fees and registration information.

[Download the application](#) form from our web site.