



## TUTORED DISTANCE TRAINING PROGRAMME ON REPORTING SKILLS AND PROFESSIONAL WRITING

Duration: 5 months

Fee: GBP 270.00

Covers:

- All training materials
- Personal feedback from your tutor for your 5 hand-in assignments
- PDF ELD certificate

This programme makes Reporting Skills and Professional Writing training accessible to those who would not usually have the opportunity to attend the face-to-face training and has the added advantage of direct, one-to-one feedback and guidance.

### **What is it and who is it for?**

The Reporting Skills and Professional Writing DTP is a 5-module Distance Training Programme for development professionals whose work requires creating persuasive and action-focused reports. As this covers nearly everyone – as is witnessed by the number of job descriptions which read 'effective reporting skills needed' – the range of participants can vary enormously, from field workers who conduct regular monitoring and evaluation of projects to senior staff of international organisations accountable to donors and decision makers.

Most people benefit from attending a face-to-face training, but such courses are often hard to find, and there can be time and travel constraints. Although our course has since been developed into a hugely popular *self-study* programme, many people still want the feedback and guidance that comes through interaction with a tutor without the need for the time commitment and expense of an intensive training programme.

In response to this, we offer our Reporting Skills programme for distance learners, so if you are a busy manager with no opportunity to attend a 5-day training, and want more than just a 'how to' manual, this is for you.

### **Course Objectives**

During this programme 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

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## **Methods**

The training is conducted by 100% Distance Training. On being accepted, participants receive all course modules immediately by email. Each module contains inputs (theory and examples) and controlled practical work (short tasks and discussion points), as well as a hand-in assignment to be returned by a preset deadline. These assignments are returned to participants from their tutors with comments and feedback. At the end of the programme a final, extended hand-in assignment is submitted.

Each hand-in assignment contributes towards the overall grade, and at the end of the programme a certificate is mailed with a full transcript of work covered and Personal Performance Evaluation. During the programme, participants also have the opportunity to pose course-related questions.

## **Course Contents**

The core modules are as follows:

- Module One: Course Introduction & Introduction to Professional Writing
- Module Two: Setting Evaluation Objectives & Making a Research Plan
- Module Three: Data Analysis & Report Planning
- Module Four: Writing Skills: Clarity & Organisation / Drafting the Report
- Module Five: Style, Design & Editing Skills

The hand-in assignments from the modules are wighted as follows:

Modules One & Two – 10% of the overall marks each

Module Three – 20%

Modules Four & Five – 30% each

Certificate of Completion – 50% or lower

Certificate of Completion (Pass) – 51 - 65%

Certificate of Completion (Strong Pass) – 66 - 80%

Certificate of Completion (Distinction) – 81% and above

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## How to Apply?

Enrolment is simple: however, places are limited. Please check the ELD web site before enrolling. If no places are available, you can still send your registration form to us and we will let you know when places become open.

Before enrolling, you must read and agree to the terms and conditions in this prospectus, especially the following notices:

- Enrolment implies immediate start. If you wish to start at a later date, you must agree this with us beforehand.
- When enrolling, you must also send us the completed registration form.
- All payments are 100% in advance and non-refundable, except where ELD decides to terminate your participation in which case we may issue, at our discretion, a pro-rata refund minus administrative charges as set by us.
- Inability to participate due to personal circumstances or change in circumstances is not grounds any refund; all enrolment is with the participant's full commitment to complete the course.
- Modules are all sent on enrolment, with a 30-day period for submission of each hand-in assignment.
- Hand-in assignments must be submitted on time or will not be graded and no marks will be carried over to the final score.
- A postponement of submission of hand-in assignments is possible only with prior agreement from ELD at least 2 weeks before the due date. Requests for postponements will not be accepted later than this. You may only do this one time during the programme.
- You are responsible for ensuring that you have a valid email address and that mail from the domain eldtraining.com is not blocked by any spam filter or other mail filter. We will not resend multiple times to addresses from which mail bounces back. If necessary speak to your system administrator about marking mails from ELD as 'safe'.
- You are welcome to submit assignments earlier than the deadline, but you may not receive responses earlier than 7 days after the official submission date.

If you are satisfied that this programme is for you and have read and agreed to the terms and conditions in the prospectus below, proceed to payment using the 'enrol now' button on our web site, and complete and send us the enrolment form. We will send you the complete course materials and your submission schedule for hand-in assignments. The fee is covers:

- All training materials
- Personal feedback from your tutor for your 5 hand-in assignments
- Stamped ELD certificate by mail

Apply at our [web site](#).

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## What Participants Say

Thank you for such an enjoyable distance learning course. I appreciated your style and approach to flexibility and giving constructive feedback.

Gopal, Management Consultant, UK

I just finished reviewing your comments and suggestions - they are great and took a note of it for future writing - A Big Thank you.

Mahesh, UNICEF

I would like to thank Neil for the very useful and helpful comments and feedback.

Moussa, AfricaAdapt Network

It has been such an experience and sure I have benefited from the course.

Patrick, IFPRI

This training is helping me think more clearly.

Puja, Heifer International