

Effective and Creative Report Writing (1 day)

Getting the right things done

Course overview Successful writers are able to communicate effectively with their readers, be it office colleagues, supervisors, beneficiaries, partners, donors or the media. The quality of written reports has an impact on how programmes and projects are perceived both internally and externally. A report writer's capacity to identify what is important and to flag issues of concern, while remaining short and concise, is essential to producing an influential report.

Writing skills can be learned. It requires a strategic approach: You need to carefully plan, identify what the objectives of your document are, select an appropriate structure and format for the text, ensure quality control and good time management to deliver the document on time.

This course provides you with core knowledge, practical skills and tools to facilitate writing and to prepare you to plan writing tasks ahead. Emphasis is placed on "action learning" and the course features presentations, structured learning experiences, facilitated discussions, individual and group activities.

Who should attend

Staff members and managers involved in writing documents and reports for internal and external use.

Learning objectives

On this workshop, participants will be able to:

- Understand why writing skills are important to the success of an organisation
- Identify the main challenges associated with effective writing
- Identify the key elements and criteria of a quality report
- Learn how to outline and structure a text
- Identify how to select photos for a text and to write captions
- Practice preparing a presentation
- Learn about quality control

Morning	<p>Expectations check</p> <p>Why Writing Skills are Important for the Success of an Organisation</p> <p>Review and Analysis of Sample Reports</p> <ul style="list-style-type: none">▪ Identifying strong and weak points▪ Establishing main criteria for a successful report▪ Plenary discussion on findings▪ Modifying sample reports based on findings
Afternoon	<p>Photos and Captions</p> <ul style="list-style-type: none">▪ Criteria for selection of photos▪ Captions – what to say <p>Better Presentations for Public Speaking</p> <ul style="list-style-type: none">▪ How to prepare presentations, with and without Powerpoint▪ How to review and adapt an existing presentation <p>Ensuring Quality Control</p> <ul style="list-style-type: none">▪ How to ensure the quality of a text or report <p>Wrap-up and follow-up</p>