



ELD TRAINING

empowerment
learning
development

DISTANCE TRAINING PROGRAM: REPORTING SKILLS

Duration: Up to 5 months (around 10 hours study time per month)

Fee: 800 USD

The Reporting Skills and Professional Writing DTP is a five-module Distance Training Program for development professionals whose work requires creating clear and persuasive reports. This program makes Reporting Skills training accessible to those who would not usually have the opportunity to attend a face-to-face training course, and has the added benefit of one-to-one tutor feedback and guidance.

During this program you will learn the process of reporting and how to:

- Set evaluation goals
- Select data gathering methods
- Analyze qualitative and quantitative data
- Plan the report
- Write more clearly and organize your ideas and analysis effectively

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 & Organization
- Module Five: Style, Design & Editing Skills

"Thanks very much for the final feedback - I'm really proud of it. I believe a lot of insight is contained in the training material you provided me with and I should revisit it as much as possible. I will review the final paper and I'm sure it is now ready for publication."

Distance Training Programs (DTP) allow staff who cannot attend a face-to-face training to learn the same skills through tutored self-study. Once enrolled, participants receive the course materials by download and can also correspond with their tutors by email and Skype.

Not all people are suited to Distance Training, as it does require a longer-term commitment than face-to-face training. However, many organizations and participants choose Distance Training Programs because of their unique advantages:

- **Flexibility** - choose when you want to study, and take your work with you into the field
- **Time** - there's no need to take a week away from the project to attend a training course
- **Affordability** - a DTP costs much less than attending a training course, and there are no airfares and hotels to budget for
- **Personal Feedback** - you are working on your own extended assignments and getting feedback on work you alone have produced

Each course module has inputs and controlled exercises - tasks which are followed by suggested answers or discussion of the points raised. At the end of each module, participants are required to submit a task for evaluation.

Each participant has a dedicated tutor. The tutor's role is to give written feedback on assignments, as well as to answer any relevant course-related questions via email or Skype.

Each hand-in assignment contributes towards the overall grade, and at the end of the program a certificate is awarded. After three months participants are asked to send a follow-up assignment for feedback.

Enrollment is simple: download the application form, pay the enrollment fee and we send your training materials after which you can start the course immediately. The fee covers:

- All training materials by electronic download
- Personal feedback from your tutor for your hand-in assignments (one assignment per module)
- ELD certificate on completion

