



ELD TRAINING

empowerment
learning
development

MAKING SENSE OF INFORMATION: REPORTING SKILLS

Duration: 27 hours over 5 days

Fee: 1500 USD

Who is it for?

- Project officers, project and program managers
- Anyone involved in M&E

Course Description

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 course enhances participants' ability to set evaluation goals, gather and analyze data and plan and write field and evaluation reports in concise, clear language.

- During this course participants 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 their ideas and analysis effectively

Course Schedule

Day One

- Course Introduction
- Purpose of Reporting
- Ways of Gathering Data
- Introduction to Professional Writing & the Writing Process / Clarity in Professional Writing

Day Two

- Analysis of Quantitative Data
- Categorizing Information
- The Mind Mapping Method for Qualitative Data Analysis
- Identifying Linkages / Crosscutting Issues

Social evening

Day Three

- Organization of Professional Writing
- Deductive vs. Inductive Approaches
- Paragraph Writing

Free afternoon for sightseeing from 3PM

Day Four

- Organizing Reports
- Writing the Introduction
- Writing the Main Body

Day Five

- Writing Conclusions and Recommendations
- Editing
- Feedback, Review and Action Planning

Methodology

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. On the first day a case study is provided for participants, which serves as a vehicle for intensive practical work of the analysis and writing skills.

*Wonderful and enriching!
The data analysis sessions were
excellent. Exceeded my
expectations!*

For dates and locations see
www.eldtraining.com

