



# ELD TRAINING

empowerment  
learning  
development

## FROM PLANNING TO PERFORMANCE: PROJECT PLANNING, PROPOSAL WRITING AND REPORTING

**Duration:** 33 hours over 6 days

**Fee:** 1800 USD

### Who is it for?

- NGO leaders and senior staff of INGOs and development agencies
- Anyone who is involved in strategy planning or project planning
- Program managers and program officers

### Course Description

This course helps participants set evaluation goals, gather and analyze data and plan and write field reports, evaluation reports and project proposals in concise, clear language.

This training also encourages participants to become 'problem solvers' who can objectively analyze the existing situation and identify the root causes of problems, set appropriate objectives and communicate their proposal to donors clearly and effectively.

### Schedule

The first three days focus on setting report objectives, data gathering and analysis and writing skills. The second half of the program looks at the Logical Framework Approach, project planning and drafting and editing proposals.

### Day One

- Course Introduction
- Introduction to Professional Writing and the Writing Process
- Writing Clearly

### Day Two

- Setting Objectives
- Data Gathering Methods
- Data Analysis

*Social evening*

### Day Three

- Planning
- Organizing Ideas in Writing
- Extended Practical 1 (Report Writing)

### Day Four

- The Logical Framework Approach

*Free afternoon for sightseeing from 3PM*

### Day Five

- Extended Practical 2 (Proposal Planning)
- Extended Practical 3 (Drafting the Proposal)

### Day Six

- Editing
- Final Presentations
- Action Planning and Course Review

### Methodology

Methods include group discussion, presentations from the trainers and participants, frequent problem solving tasks and extensive practical work based on participants' own project concepts. Each workshop is unique, depending on the experience and inputs of the participants.

In the last 15 years I have attended several trainings. However, I liked this one more than any other. When my organisation selected me to go on the Reporting Skills and Proposal Writing course I wasn't happy: I thought it would not make any difference. I am now very confident with the knowledge and skill I obtained from this training and believe it will contribute a lot to my future work. Congratulations and keep up the good work!

For dates and locations see  
[www.eldtraining.com](http://www.eldtraining.com)

