

ANNOUNCEMENT

TRAINING COURSE ON REPORT WRITING SKILLS

Ha Noi, 27 - 30 August 2012

1. COURSE INFORMATION

Time : 27 – 30 August 2012 (4 days)

Morning: 08:00 – 11:30; Afternoon: 13:30 – 17:00

Venue: The 2nd Floor, CFM Building, 23 Lang Ha St.,
Ba Dinh, Ha Noi

Language: Vietnamese

Trainer: Dr. LE DAI TRI

2. TRAINING FEE

650,000 VND/ day (Including documents, study equipments; tea-break).

Certificate fee: **150,000 VND**

Local social staff will be discount 10% tuition (excluding certificate).

3. AIMS AND OBJECTIVES

After 4 days training, participant will have skills to:

- Describe basic definition of report, role of report in project management, the relationship between report writer and report reader.
- Realize the common errors in report, important aspects in report writing, and the benefits of report writing.
- Describe the common report structures in community development and report style.
- Practice writing main report paragraphs professionally.



**FOR ENQUIRIES AND REGISTRATION,
PLEASE CONTACT:**

Via email:

Social Development Training Center (SDTC)

Room B009, Ton Duc Thang University

Nguyen Huu Tho St., Dist., 7, HCMC

Mr. Bao – 093 797 5445 – ĐT: (08) 2242 6789

Email: sdtc@tdt.edu.vn or trungbao2011@gmail.com

Website: <http://sdtc.tdt.edu.vn>

Deadline for registration: 13 August 2012

4. CONTENT

Date 1 (27 August 2012)	Date 2 (28 August 2012)
<p>Module 1: Basic definition of report writing</p> <ul style="list-style-type: none">• What is a report?• Roles of a report in project management.• Relationship between job – report – writer and reader.• The common errors in a report.• Aspects to be focused in report writing.• Self-evaluate report writing skills• Benefits of a report writer. <p>Module 2: Report structure</p> <ul style="list-style-type: none">• Role of structure in professional reports.• Full report structure• Training course, field trip and yearly summation report structure.	<p>Module 3: Report writing skills</p> <ul style="list-style-type: none">• Steps of report writing.• Define who the report reader is.• Build a report structure.• Paragraph of a report.• How to write a background and an introduction (overview).• How to write method/mean part
Date 3 (29 August 2012)	Date 4 (30 August 2012)
<ul style="list-style-type: none">• Report body's roles and features: unification, coherence, objectivity.• How to use title and header• How to write report body	<ul style="list-style-type: none">• Using chart, map in reporting• Role of conclusion and suggestion.• How to write an effective conclusion and suggestion.• Training course evaluation.

5. TRAINER INFORMATION: Dr. LE DAI TRI

– He graduated M.D from Medical and Pharmaceutical University of Ho Chi Minh City. In 1994, he studied on Initial Health Care Management held by WHO in Manila and then in 1998, he participated in the International Training in Community Development and Community Organizations in Asian Health Institute, Nagoya, Japan.

– Mr. Tri has over 20 years project management experience working in a variety of areas including Project Assessment, Project Management, Project Monitoring and Evaluation, Participatory Project Planning, Communication Strategies, Strategic planning...

– His practical experience comes from working with community-based projects and advising INGOs.

– Mr. Tri is known to many for his active and exciting teaching style, and especially for his drawings, and funny and meaningful stories. His easy-going demeanour makes him a favourite teacher to all.