



TRAINING COURSE ON PROJECT PROPOSAL WRITING SKILLS

1. COURSE INFORMATION

Time : 01 – 04 April 2013

Morning: 08h00 – 11h30; Afternoon: 13h30 – 17h00

Venue: Ton Duc Thang University

**98 Ngo Tat To St., Ward 19, Binh Thanh Dist.,
HCMC**

Language: Vietnamese

Trainer: Dr. Le Dai Tri

2. TRAINING FEE

20 USD/ day (Including: documents, study equipments; tea-break).

Certificate of completion fee: **5 USD**.

Local social staff will be discount 20% tuition (excluding certificate).

3. AIMS AND OBJECTIVES

This training aims to provide participants with the skills and knowledge to write the project proposal.

After completion of this training the participants should be able to:

- Develop a project proposal with the log frame
- Write a project proposal with the good structure

FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT:

Social Development Training Center – Ton Duc Thang University

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Deadline for registration: 25 March 2013



4. CONTENTS

Day 1 (01/04/2013)	Day 2 (02/04/2013)
<p>Module 1: Report basic definition</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 invested in report writing.• Report writing skill self evaluation.• 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 skill</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
Day 3 (03/04/2013)	Day 4 (04/04/2013)
<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.