

Enrolling announcement in the course:

"Data analysis & project reports writing skills"

I. Information of the course:

Time: 2 days, from 06th to 07th December 2013;

Location: Tuong Lai Center - 2B Floor, Green House Building, 184/1A Le Van Sy Street,
Ward 10, Phu Nhuan District, Ho Chi Minh City

Trainer: Dr. Tran Trieu Ngoa Huyen

II. Fee:

- For learners from foreign non-governmental organizations: 1.200.000 VND/pax/course
- For learners from Vietnam non-governmental organizations/ social organizations: **discount 40%** :only 720.000 VND/pax/course
- In case many learners from the same organization/ unit, the second learner will be discounted 10% in fees, the 3rd, 4th, 5th ... learners will be discounted 15% in fees (including tuition, school materials, teabreak and certificates)

III. Participants: Members of the teams, clubs, social enterprises, units, non-governmental organizations at home and abroad.

IV. Course Objectives: After completing this course, participants can:

- Identify the role of reports in the implementation process and project management
- Describe the structure of the report types commonly used in the project
- Describe the method and process of qualitative and quantitative data analysis
- Practice writing project reports

V. Trainer:

Dr. Tran Trieu Ngoa Huyen, graduated from Hue Medical University, certificate of Fukushima University– Japan for Public Health Research programme, design and Research

Analyst certificate of Institute for Medical Research Garvan, Sydney, Australia.

15 years of experience in training, consulting, evaluating and managing the community development projects for

non-governmental organizations, such as: Oxfam, Ford, Habitat, Save the Children, Actionaid, Room to Read... including 10 years of experience training for civil society organizations in these areas.

VI. Program:

Thời gian	Morning	Afternoon
First day	<ul style="list-style-type: none">○ The role of report in managing the project○ Report in the relationship between work, writer, reader and decision○ Difficulties in the reports writing○ Types of project report	<ul style="list-style-type: none">○ Project indicators and information frame for reports○ Common structure of the report○ Practice analysis paragraphs of report○ Practice writing paragraphs of report○ Practice writing the report context
Second day	<ul style="list-style-type: none">○ Qualitative and quantitative data in report○ Discuss the detection from qualitative and quantitative data○ Practice writing the body of the report	<ul style="list-style-type: none">○ Thực hành viết phần kết luận báo cáo○ The role of the proposals in the report○ Practice writing proposals report The appendix of reports

VII. Contacting:

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