

Training Workshop on

Professional Report Writing

Conducted for SIKA-West

Workshop profile

Herat | 04 – 05 November, 2013



Introduction

This document reports the proceedings of the two day training program on “Professional Report Writing” which was conducted for 13 members of the provincial staff from SIKA-W in Herat province.

The session was conducted as a result of a public bidding by SIKA-W for implementation of the training program which was awarded to RCI after it submitted the winning proposal. The training was completed, as planned, in two days.

Training Delivery

The training was conducted on 04th and 05th of November and as is routine with RCI trainings, there was a brief pre-test with questions aimed at assessing the trainees’ existing knowledge of the subject matter and how much they already know about some of the topics which are included in the training program.

General objectives of the training were shared by the trainer and the participants also expressed their expectations from the program.

The first discussion was about the main purpose of preparing reports in any official setup and what are the benefits of having well prepared, organized and effective reports after any activity performed. The trainer provided explanation of different concepts related them to the trainee’s day today activities. The trainees would share their experiences regarding the topics discussed. They would also take notes apart from the general handout which was provided by RCI to them. The trainer used different methods for delivering the contents and also involving the participants. The second day included a revision of yesterday’s main topics.

At the end of the second day there was a post-test conducted by the trainer with the purpose of gauging the knowledge and understanding of the participants about the topics discussed during the training and how much they have improved after taking the training.

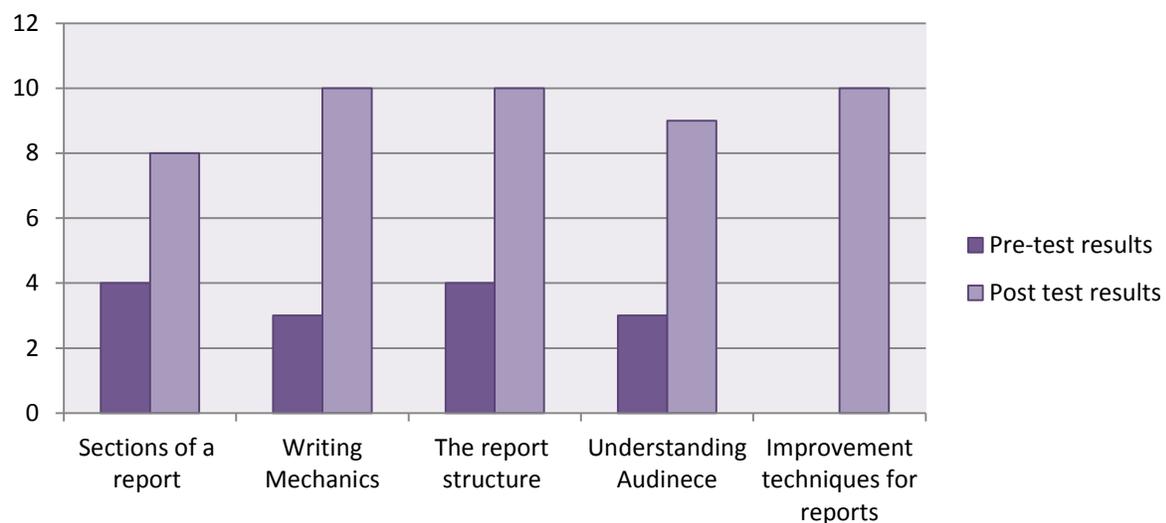
With the purpose of maintaining an ever improving level of service quality, an overall course evaluation was conducted by the trainer at the end which was aimed at finding out about participants’ views regarding different aspects of the training – from the list of topics discussed during the program to the teaching skills of the trainer and the overall program effectiveness. Graphs summarizing the views of the delegates are provided at the end of the report.

Topics Covered in the Training

- *First Stage of Report Writing – Investigating*
- *The Second Stage – Planning*
- *Choosing a Report Format*
- *The Structure of a Report*
- *The Third Stage – Writing*
- *The C's of Writing*
- *Writing Mechanics*
- *The Fourth Stage – Revising*
- *Checklist for Report Writing Success*

Effect of the Training Program

The review of the pre and post-test results from the training as well as the practical performance of the trainees at the end of the training show that the trainees not only improved on their existing knowledge of the topics discussed in the training, but also learnt new skills. The graph below shows a comparison of the test results before and after the training for questions asked about different concepts in report writing.



Training Participating

A total of 15 participants from different sections of the SIKA-W headquarters in Herat and their provincial offices in Ghor, Badghis and Farah, and some partner organizations were invited for participation in the training. Most of the participants were mid-level employees of SIKA-W who are responsible for preparing and submitting reports either about their own or their subordinates' activities in the field.

Workshop Evaluation

An overall performance and content evaluation was conducted by RCI with the purpose of identifying areas needing improvement and issues in need of being resolved. Through the forms provided, the training participants ranked the statements on a scale of 1 to 5 (from strongly agree to strongly disagree). Majority of the participants have ranked the services as excellent.



The following set of graphs summarizes the responses from the participants:

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

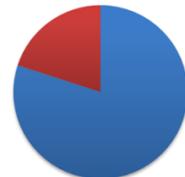
Overall, the training session was high quality



The course covered the material expected



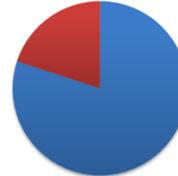
This training will be beneficial to me in the performance of my job



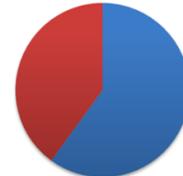
I had plenty of opportunities to practice what I learned



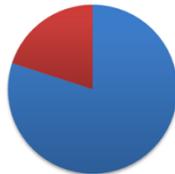
The course gave me specific ideas and tools to implement in my workplace



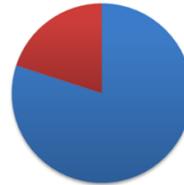
The training facility was well-equipped and comfortable



The trainer was professional, well-prepared, and knowledgeable about the topics at hand



Overall, this course was worth my time and money



Some photos of program

