

Training Workshop on *Professional Report Writing*

Training Profile

29 – 30 September, 2013



Introduction

This document details the proceedings of a two day training program on Professional Report Writing conducted by Risalat Consultants International (RCI) in Kabul, Afghanistan. The program was a publicly announced workshop which was promoted through different media outlets and candidates were registered from different organizations.

It was part of Risalat's quarterly announced programs which it circulates every three months and the trainings are conducted either at Risalat's own training hall or in a hotel conference room. This training was conducted at Risalat's training hall at its headquarters here in Kabul city.

Training Delivery

The training workshop was a two day event which was delivered by one of Risalat's skilled trainers who has years of practical experience in conducting similar trainings and capacity building projects. The workshop too place on **29th and 30th of September, 2013.**

At RCI there is a short pre-test conducted before any training starts. This test gauges the current knowledge and capabilities of the training participants about the ideas and concepts to be discussed during the training. This is coupled with a post-test which is conducted at the end of the training and contains different questions but ask about similar concepts asked in the pre-test. This is done with the purpose of comparing the participants' knowledge before the training and their knowledge regarding the subject matter after attending the workshop.

The assigned trainer utilized a variety of participatory training methodologies during the training in order to enable the participants gain maximum benefit from the workshop and also share their experiences with one another. This is especially beneficial in workshops as participants are coming with existing knowledge and work related experiences and by sharing them with other participants, they not only learn themselves but also give a chance to others to learn from them.



Major Topics Covered in The workshop

- First Stage of Report Writing – Investigating
- Gathering Information
- The Second Stage – Planning
- Choosing a Report Format
- The Third Stage – Writing
- The C's of Writing
- Writing Clearly
- Writing Concisely
- Complete Writing
- Writing Correctly
- Writing Mechanics
- Building Paragraphs
- Using Headings
- Using Charts and Graphs
- The Fourth Stage – Revising
- Checklist for Success
- Delivering the report

Participating Organizations

In this workshop one or more participants had participated from the following organization:

- Roots of Peace
- IOM
- RAMP-UP - East
- IMC
- ACKU
- GIZ/NaWi/GFA
- MoCI
- Handicap International
- UNOCHA
- Zardozi

Workshop Evaluation

Risalat makes a continuous effort towards improving the quality of services it provides to its clientele. This includes evaluating the program through participants' feedback not only at the end of the training, but also at the end of each training day.

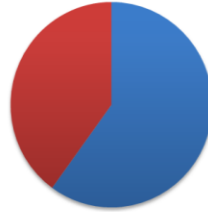
In this training too, there was an end of day evaluation at the end of first day which was aimed at identifying any problems the delegates may have and need to be addressed before they come for the next day of training. At the end of the second day of training an end of workshop evaluation was conducted which was filled by training participants. In this evaluation different questions were asked about their impressions of the training event, the contents of the workshop delivered and the overall management of the workshop by Risalat. Participants ranked the statements on a scale of 1 to 5 (from strongly disagree to strongly agree). There is also space for participants to express their own views and comments about the training experience apart from the questions asked by RCI.

The charts provided below summarize the feedback provided by participants of the training workshop.

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



■ Strongly agree

■ Agree

■ Neutral

■ Disagree

■ Strongly disagree

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

