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## CIFAL Durban - Effective Report Writing

### Personas

Plazo: 3 Mar 2025

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| Tipo:   | Course  |
| Ubicación:  | Durban, South Africa  |
| Fecha:  | 3 Mar 2025 to 4 Mar 2025  |
| Duración:   | 2 Days  |
| Área del programa:  | Decentralize Cooperation Programme  |
| Sitio web:  | <a href="https://unitar.org/about/offices-training-centres-around-world/cifal-durban">https://unitar.org/about/offices-training-centres-around-world/cifal-durban</a> |
| Precio:   | 0,00 US\$   |
| Correo Electrónico del Centro de Coordinación del Evento: | Mpilo.Ngubane@durban.gov.za   |
| Colaboración:   | CIFAL Durban, , eThekweni Municipality  |

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### ANTECEDENTES

Effective Report Writing – the course aims to enhance written communication, particularly report formatting, clarity, and compliance with municipal documentation standards.

## OBJETIVOS DEL APRENDIZAJE

### **Effective Report Writing**

- Structure reports using clear, professional formats.
- Write concise, objective, and audience-appropriate content.
- Present data and recommendations effectively in writing.
- Apply municipal standards for internal and external documentation

## CONTENIDO Y ESTRUCTURA

**Effective Report Writing** - unit standard training to municipal employees

## METODOLOGÍA

### **Effective Public Speaking & Presentation**

The course is offered in Synchronous learning:

- Presentations and Interactive lectures online and face to face
- Workshops and exercises, applying collaboration with peers across departments and interact with peers on virtual classrooms.
- Apply knowledge immediately through live discussions, group work, breakout rooms, and simulations.

## PÚBLICO OBJETIVO

Municipal Officials