



CIFAL Durban - Effective Report Writing

Population

Date limite: 3 Mar 2025

Type:	Course
Emplacement:	Durban, South Africa
Date:	3 Mar 2025 to 4 Mar 2025
Durée:	2 Days
Zone du programme:	Decentralize Cooperation Programme
Site internet:	https://unitar.org/about/offices-training-centres-around-world/cifal-durban
Prix:	0.00 \$US
Personne de référence de l'événement:	Mpilo.Ngubane@durban.gov.za
Partenariat:	CIFAL Durban, , eThekweni Municipality

ARRIÈRE PLAN

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

OBJECTIFS D'APPRENTISSAGE

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

CONTENU ET STRUCTURE

Effective Report Writing - unit standard training to municipal employees

MÉTHODOLOGIE

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.

AUDIENCE VISÉE

Municipal Officials