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## CIFAL Durban - Effective Report Writing

People

Deadline: 3 Mar 2025

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Type:	Course
Location:	Durban, South Africa
Date:	3 Mar 2025 to 4 Mar 2025
Duration:	2 Days
Programme Area:	Decentralize Cooperation Programme
Website:	<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>
Price:	\$0.00
Event Focal Point Email:	Mpilo.Ngubane@durban.gov.za
Partnership:	CIFAL Durban, , eThekweni Municipality

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### BACKGROUND

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

### LEARNING OBJECTIVES

## **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

## **CONTENT AND STRUCTURE**

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

## **METHODOLOGY**

### **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.

## **TARGETED AUDIENCE**

Municipal Officials