



unitar

United Nations Institute for Training and Research

Unitar Online Catalogue

CIFAL Durban - Effective Report Writing



: 3 3 2025

Course :

Course

Location :

Durban, South Africa

Dates :

3 3 2025 to 4 3 2025

Duration :

2 Days

Programme :

Decentralize Cooperation Programme

Registration Link :

<https://unitar.org/about/offices-training-centres-around-world/cifal-durban>

Cost :

US\$0.00

Contact :

email:

Mpilo.Ngubane@durban.gov.za

Location :

CIFAL Durban, , eThekweni Municipality



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



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



Effective Report Writing - unit standard training to municipal employees



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.



Municipal Officials