



unitar

United Nations Institute for Training and Research

Unitar Online Catalogue

CIFAL Durban - Effective Report Writing

Population

Date limite: 3 Mar 2025

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| 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