

3 - Day Residential Workshop on Documentation & Report Writing Skills 25th – 27th February 2025



Introduction:

Documentation and report writing is an integral part of any development projects. Most NGOs today do make an effort to generate good reports in various forms, either for reporting to the donors or just for keeping a record of what they are doing. However what is often seen is a lack of clarity and cohesiveness in the documentation, arising from the fact that there is a lack of professionalism and skill in documenting and reporting.

Much of the information that we send to various agencies in the form of reports, photos, video clipping, etc... is either badly done or unrelated to the need being addressed. This is due to the inability of the people in charge to convert the data into meaningful information in an understandable form. Hence there is a need to train project staff to be professionally and technically skilled to present the data more systematically and scientifically so that it serves the desired purpose.

Video documentation can be important because it can help improve understanding, engagement, and retention of information. It can also help with collaboration, efficiency and quality.

The workshop will focus on:

- Technical skills are needed for video documentation, quality documentation using photos and statistical presentations, and how to use such skills in developing a quality document, which can also be used for rising funds.
- How to carry out process documentation of projects, leading to a good progress report.
- Writing reports from a donor's perspective – short, sharp, and to the point.
- Using photographs and case studies in report writing.

Who can Participate:

Persons in charge of Documentation, Reporting, M & E Officers, Project Managers, and Programme Coordinators will benefit most from this programme.

Resource Person:

Dr. Magimai Pragasam has over 25 years of experience in the field of training, specializing in Communication and Human relationships. He is an expert in Video Documentation. He has trained thousands of people in Documentation, Report Writing, NLP, Human Communication, Personality development, Team building, Goal setting, Motivation, Conflict management, and Group Communication.

Programme cost:

Rs.5000+18% (Inclusive of Food and Accommodation) per participant.

Registration details:

Register here online to reserve your seat: <https://forms.gle/En5TfuvHHVAccq3A>

Deadline: 14th February 2025

For more details kindly visit www.kkfindia.com or write to trainings.desk1@kkid.org or call 9047698422.

We look forward to your registration.

Data Protection Policy:

Herewith I do agree that Karl Kübel Foundation for child & family (KKF), uses my contact details for event organization. My personal contact details such as name, address and email will only be used in the context of the given purpose as well as for information about the work of KKF. KKF will not transfer my data to third parties. In the framework of preparation of the event my contact details can only be handed over to co-initiators, if necessary. The consent is voluntary and can be withdrawn in future at any time. In such case, please, send us an email to the following address: info@kkid.org. By practicing your right of withdrawal we will delete your contact details immediately.