



NATIONAL INSTITUTE FOR PRODUCTIVITY

EFFECTIVE REPORT WRITING COURSE



Course Objective

To impart participants with report writing techniques which will enable them to prepare and present good reports.

Target Participants

All those interested in developing report writing skills.

Key Topics

Introduction to report writing; Classification of reports; Characteristics of an effective report; Report structure; Procedures for writing reports (planning, writing, information gathering, literature review, data analysis, graphics in reports, referencing and presentation).

Learning Outcome

At the end of this course participants are expected to be able to understand the importance of writing good reports, procedures for writing reports and presenting written reports.

Training Methodology

A combination of class-room lectures, hands-on-practice sessions, video shows, case studies, work groups assignments and presentations.

Medium of Instruction

English

Dates

Group	Start	Finish
One	02 December, 2019	06 December, 2019
Two	01 June, 2020	05 June, 2020

Venue

Morogoro – Tushikamane Centre

Duration

1 week

Fee and Mode of Payment

The fee: Tshs. **875,000/=** must be PAID IN ADVANCE to National Institute for Productivity through CRDB Bank, Account Number 01J1042999200, Tower Branch; otherwise the nominee will not be allowed to join the course.

Note:

Please take note that hotel accommodation, meals, travel and out of pocket expenses will be borne by the sponsoring organization. The fee covers only tuition, courseware and light refreshments during morning breaks and administrative expenses. Contact NIP office before reporting to the training venue.

Our Contacts

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