

TECHNICAL REPORT WRITING FOR DEVELOPMENT PROJECTS

“Craft Clear, Credible & Impactful Reports that Drive Action and Inform Stakeholders”

Schedule

Date	Venue	Fees (Face-to-Face)
13 - 15 Oct 2026	Doha - Qatar	USD 2495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Effective technical reporting is essential for monitoring progress, evaluating outcomes, and communicating the impact of development projects to stakeholders, donors, and decision-makers. Poorly structured or unclear reports can hinder project transparency, delay funding decisions, and compromise credibility.

This 3-day hands-on course equips professionals in the development and public sectors with the tools and techniques to plan, draft, and finalize technical reports that are accurate, persuasive, and aligned with international standards. It emphasizes clarity, structure, evidence-based content, and visual presentation.

Objectives

By the end of this course, participants will be able to:

- Structure different types of technical reports used in development projects
- Use data, evidence, and clear logic to support key findings and recommendations
- Write with clarity, conciseness, and consistency for diverse audiences
- Integrate visuals, tables, and executive summaries effectively
- Apply quality control and editing techniques to enhance report credibility

Why Attend

- Enhance your ability to communicate project progress and results effectively
- Improve the quality and professionalism of reports submitted to donors or stakeholders
- Learn how to present complex information clearly and concisely
- Reduce time spent on revisions and feedback cycles
- Build a personal toolkit of templates, checklists, and writing strategies

Target Audience

This program is designed for:

- Project managers, engineers, and technical specialists
- Monitoring & Evaluation (M&E) professionals
- NGO and development agency staff
- Government officers involved in infrastructure and public service reporting
- Anyone responsible for drafting or reviewing technical reports

Individual Benefits

Key competencies that will be developed include:

- Logical structuring of technical content and project data
- Effective use of evidence, visuals, and citations
- Audience-focused writing and tone adaptation
- Editing and proofreading for accuracy and clarity
- Time management and workflow for report delivery

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved quality and timeliness of internal and external reports
- Greater transparency and accountability in project reporting
- Consistency in documentation across departments or field offices
- Better-informed decision-making based on structured analysis
- Increased stakeholder confidence in communications and reporting outputs

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Report types, writing frameworks, and reporting standards
- Case Studies - Review and critique of real development project reports
- Workshops - Writing, editing, and formatting exercises
- Peer Exchange - Group critique and feedback on report samples
- Tools - Report templates, quality checklists, and formatting guides

Course Outline

DETAILED 3-DAY COURSE OUTLINE

Training Hours: 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Foundations of Technical Reporting

- Module 1: Introduction to Technical Reports (07:30 – 09:30) • Types of reports (progress, completion, evaluation, feasibility) • Understanding purpose and audience
- Module 2: Report Structure & Organization (09:45 – 11:15) • Components: executive summary, methodology, findings, recommendations
- Module 3: Workshop – Report Planning Exercise (11:30 – 01:00) • Create a logical outline for a development report
- Module 4: Data Collection and Evidence Use (02:00 – 03:30) • Presenting quantitative and qualitative findings clearly

Day 2: Writing and Visual Presentation

- Module 1: Writing Style and Tone (07:30 – 09:30) • Formal vs. informal tone, passive vs. active voice
- Module 2: Using Charts, Tables, and Diagrams (09:45 – 11:15) • Visual aids to support narrative and improve clarity
- Module 3: Workshop – Creating Visuals for Reports (11:30 – 01:00) • Design visuals using data from a sample project
- Module 4: Common Pitfalls and How to Avoid Them (02:00 – 03:30) • Clarity, jargon, wordiness, and logical gaps

Day 3: Editing, Review, and Finalization

- Module 1: Editing and Proofreading Techniques (07:30 – 09:30) • Style guides, grammar checks, peer editing strategies
- Module 2: Finalizing Reports for Submission (09:45 – 11:15) • Formatting, referencing, and presentation standards
- Module 3: Workshop – Review and Feedback on Sample Reports (11:30 – 01:00) • Apply quality review checklist to actual reports
- Module 4: Wrap-Up – Building a Personal Reporting Toolkit (02:00 – 03:30) • Templates, planning tools, and time management tips

Certification

Participants will receive a Certificate of Completion in Technical Report Writing for Development Projects, validating their ability to produce clear, professional, and impactful reports that support project delivery, transparency, and stakeholder communication.

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