



CHEC WOULD LIKE TO ANNOUNCE

THE TRAINING COURSE ON

# Report and Proposal Writing

From August, 3 -7, 2009

## I. Course Description:

This course will provide essential skills in report and proposal writing. The course is designed for local NGO directors, program coordinators, project officers and any staff who are involved in writing project reports and proposal submissions.

## II. Course Objectives:

1. Describe strategy and steps in planning a report
2. Use correct linking words and paragraph structure in reports
3. Use an appropriate level of writing skills
4. Use graphs, tables and graphics in a report
5. Write proposals and submissions

## III. Course Content:

- Steps in planning a report
- The functions of a report
- Types of reports
- Qualities of a good report
- Planning your project
- First step in fundraising

- What donors like
- Donor motivation
- Proposal submission and donor research
- Writing effective project
- Helpful hints on writing winning proposals
- Proposal formats

#### **IV. Training Venue:**

CHEC Training Centre #86E0, Street 608, Sangkat Beoung Kak 2, Toul Kork, Phnom Penh.

#### **V. Training Fee:**

The course fee is US\$ 200, 00 (Two Hundred dollars) per participant for each level. The training fee covers:

- Materials ( folder, handouts, note book ,name tag ,and a pen)
- T-shirt
- Snack during break times
- Lunch each day during the training
- Certificate of Attendance
- A closing party will be provided at end of the course.

*Local NGOs will receive 50% discount of workshop fee.*

#### **➤ Payment and Registration:**

Payment and Registration are needed prior to course commencement. A minimum of 10 and a maximum of 20 participants are required.

➤ For further information or registration, please contact to CHEC Office at #86, Street 608, Boeung Kak 2, Toul Kork, and Phnom Penh or Tel: 023 88 44 73 or 016 879 032/012470 136 /012998 435/Email:chectraining@online.com.kh/  
Website: www.checcambodia.org

