

Report Writing

Meetings, face-to-face or technologically facilitated, consume enormous time and human resources. Capturing what one has learned and presenting this to higher authority or for institutional memory in an accurate, focused, reliable and timely manner is a fundamental professional skill.

What You Learn Specifically

- Taking notes effectively from written, oral or audio-visual sources in political / diplomatic settings
- How to select, analyse, itemize, process and prioritize information
- Developing an individual report information storage matrix (RISM)
- Do's and Don'ts of report writing
- Gaining an appropriate situational awareness (topics and issues, institutional and political backgrounds, roles of persons involved, assessing the need for action)
- Converting information into a concise, encompassing and unbiased basis for decisions to be taken by others (superiors, politicians)

What You Learn Overall

- ✓ Writing well-structured, concise and logical texts in line with the respective institutional requirements
- ✓ Get insight into the appropriate use of political and diplomatic language
- ✓ Learn to avoid pitfalls when using high-context and low-context language terminology

Duration 1-3 days

