



**TRAINING**

International

# CASE STUDY: Developing effective report writing skills in FAO



December 2020



## Client

The Food and Agriculture Organization (FAO) - a UN agency

## Programme

Developing effective report writing skills in FAO

## The Challenge

The Food and Agriculture Organization (FAO) is a specialized UN agency that leads international efforts to defeat hunger. Its goal is to achieve food security for all and make sure people have regular access to enough food.

High-quality reports often form the basis of decision making within the FAO. They, therefore, needed to improve employees' skills and their ability to write effectively in an international setting, either internally to colleagues or externally to donors and other stakeholders.

## Our Actions

Dods designed and delivered a succession of two-day workshops to help the FAO reach its goals. The design of each module is guided by a training needs analysis (TNA) completed by participants before the workshop. This bespoke approach to design enables the delivery to be tailored to the specific needs of the participants. It also helped each cohort's participants overcome the challenges they faced in their day to day work, thereby helping the FAO achieve their objectives.

The first day of the workshop focused on looking at the principles to structure writing including the interests and needs of the reader, the POWER model and the fundamentals of effective writing. The second day focused on embedding planning tools. Whilst the first day was more traditional lecture-style teaching, the second involved several practical exercises as participants were given the opportunity to put the knowledge and theory into practice before returning to the workplace.

## The Impact

The courses have been proven to be extremely successful for the FAO, as has been proven by the fact that:

- The FAO was pleased with the results and have requested us to deliver this training to numerous cohorts
- 80% of participants said they would recommend this course to a colleague

## Testimonial

*"I also want to thank you and Dods for organizing this helpful training that has been an opportunity for exchanging with colleagues. I want to thank especially Tina for the excellent quality of the training."*

**Contact the Dods Training team  
for more information**

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