

Documentation & Report Writing for NGOs

23rd – 25th July 2024



Documentation and Report-writing are very important for any social enterprise/NGO as they:

- ✓ *Provide information to the stakeholders, donors, government, and general public.*
- ✓ *Showcase the work done and the results thereof.*
- ✓ *Table the experience and new learnings which shall serve as guidelines for new endeavors in future.*

In fact, in the development sector it is an axiom that the quality of documentation and reports reflect the quality of the organization. A well-prepared report backed by robust documentation goes much beyond establishing the credibility of a social enterprise: it also attracts new and potential CSR units and other stake-holders keen to partner/support.

Thus the challenges involved in the preparation of report-writing backed by strong documentation have assumed huge proportions today. This 3-day program takes cognizance of this and attempts to surface and solve key issues so that all the participants are equipped to tackle these challenges effectively and contribute significantly to their respective organizations.

What will the workshop discuss?

- Documentation Report Writing – What, why & how?
- Types of documentation
- Documents required for NGO registration, Management, NGO profile, Accounting, Tax exemption, Funding and Grant.
- Documents required during the processing and implementation of Projects and after completion of NGO projects
- How to present/transfer the functions/results of the project into the report structure?
- Integrating aspects of theory of change, quality, coherence, and sustainability
- What and how to begin the reporting – a step by step approach including planning, systems, leadership, coordination etc.
- What is the linkage between reporting and monitoring, fund raising, impact assessment?
- Way Forward – Report preparation in the context of digital age.

Who this workshop is for:

All professionals who are involved in documentation and report-writing with an eye for strategic planning or navigating the future of organizations are welcome. Those who are not directly involved but coordinating and leading this entire process will also find this program extremely useful as it will equip them with a helicopter view of the end-to-end scenario. This program is also for content writers, researchers, supervisors, fund-mobilizers, CSR professionals and angel investors with a marked learning towards social development sector.

Workshop methodology:

Through a series of fun-rich yet intense learning exercises, the session will guide participants in gaining practical insights on building a system of documentation in the organization, reporting styles and appealing ways of presenting the field findings. Participants will get an opportunity to co-create and refine their reporting style through peer sharing and reviewing. The participants will be exposed to hands-on (and hearts-on!) experiences which will add significantly and substantially to their Learning Kitty. Participatory pedagogical methods such as simulation, individual exercise, group work, assessing the reporting gaps step by step with an example, evolving a reporting template for one's own work, examples, peer-sharing, self-study shall define the course of the programs along with expert guidance.

Facilitator: Mr. P. Nicola Prakash, M.S.W, M.Phil,

A professional with strong networking and Liaisoning capacities both Governments and Corporates, Mr. P. Nicola Prakash has served in renowned educational institutions for 20 years and currently working as Head and Faculty in District Resource Centre for Panchayats (DRCP), Rural Development and Panchayat Raj Department, Govt. of Tamil Nadu. He had been one of the committee members for assessing many Govt. Projects and its Impact.

He has partnered with State and Central Government organizations such as MSME – Development and Innovation Institute, NABARD, NI-MSME, TNSRLM, DIC for training programs and intervention initiatives.

Programme cost:

Rs.5000+18% (Inclusive of Food and Accommodation) per participant.

Discounted pricing is available for organizations sending 2+ participants.

Registration details:

Register here online to reserve your seat: <https://forms.gle/Nsuic88k7U2f2DCQ8>

Deadline: 9th July, 2024.

For more details kindly visit www.kkfindia.com or write to trainings.desk1@kkid.org or call **9047698422**.

We look forward to your registration.

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