

## “REPORT WRITING SKILLS” TRAINING FOR THE STAFF OF THE MINISTRY OF YOUTH

As part of its capacity building plan to USAID Government of Jordan (GoJ) partners, The USAID Monitoring, Evaluation, and Learning Activity conducted a three-day in-person training workshop on Report Writing Skills for Seven staff from the Ministry of Youth (MoY). The training is intended to strengthen the capacity of the Ministry of Youth staff in “Report Writing” in general, with special emphasis on reporting on USAID reporting requirements, Monitoring, Evaluation, and Learning Plan and Performance Indicators reporting. The training was customized to the MoY needs and more specifically the MEL plan that was developed last summer with the support of The USAID Monitoring, Evaluation, and Learning Activity.



The USAID Monitoring, Evaluation, and Learning Activity has designed this training so that by the end of the course, participants will understand the importance of writing a quarterly report that meets USAID requirements and develop skills related to presenting data and information in narrative reports, in addition to understanding the structure, components, and characteristics of a quality narrative report.