

The University of Dodoma

Office of the Deputy Vice Chancellor Academic, Research and
Consultancy



College Of Business and Economics Department of Business Administration and Management

Short course on Writing Winning Consultancy Assignment Proposals and Reports for Projects

1.0. Introduction

Welcome to the transformative learning journey of "Writing Winning Consultancy Assignment Proposals and Reports for Projects." This dynamic short course has been meticulously crafted to empower professionals with the essential skills and strategies needed to excel in the realm of consultancy proposal and report writing.

In today's competitive professional landscape, the ability to articulate compelling consultancy proposals and reports is a critical skill set. Whether you are a seasoned consultant, project manager, researcher, or aspiring professional, this course offers a comprehensive exploration of the key elements that contribute to success in the consultancy domain.

Learning Outcomes

Upon completion of the "Writing Winning Consultancy Assignment Proposals and Reports for Projects" short course, participants will be able to:

- Understanding the Purpose of Proposals:
- Research Excellence:
- Strategic Proposal Development:
- Mastering Executive Summaries:
- Effective Methodology Communication:
- Financial Acumen in Proposals:
- Professional Report Writing:

2.0. Target Group

This course is tailored for professionals across various industries:

- Professionals involved in Consultancy Work:
- Project Management Professionals:
- Researchers:
- Proposal Writers:
- Finance Professionals:
- Quality Assurance Professionals:
- Client-Facing Professionals:
- Continuous Improvement Seekers:

3.0. Date

Registration deadline: 09TH JUNE 2024

Duration of the course: 1 week

Course dates: 10TH JUNE – 14TH June 2024

Fee and Mode of Payment

Course fee: Tshs 500,000. Per Participant

This fee encompasses the costs associated with training service, venue rental, certificates, learning materials, and refreshments, including both breakfast and lunch.

All payment should be deposited in the following bank account;

Bank Name: CRDB

Name: UDOM CONSULTACY AND SPECIAL PROGRAM

Account Number: 01J1082491700

Payment for: Short course on Writing Winning Consultancy Assignment Proposals and Reports for Projects

Course Content

- Introduction to Consultancy Assignment Proposals
- Research and Needs Assessment
- Proposal Planning and Structure
- Crafting Compelling Executive Summaries
- Writing Methodology and Approach
- Budgeting and Financial Projections
- Effective Report Writing for Consultancy Projects

4.0. Method of Delivery

The courses delivery encompasses a combination of methods, including interactive classroom sessions, dynamic Group Discussions, and engaging Peer Learning. These components are further complemented by immersive Hands-On Workshops, where participants can apply theory into practice. The training unfolds through meticulously designed interactive learning modules, punctuated with opportunities for knowledge checks to ensure understanding and retention.

5.0. Prerequisites/Eligibility – Stating who will be eligible for the course

Candidates are expected to have basic knowledge of customer service and processes in the public or private sector as well as a sound knowledge of the English language.

6.0. Certification

At the end of the training all participants will receive certificates of participation

Location/ Venue : UDOM, CBSL Board Room

7.0. Registration and Inquiries

Course coordinator: CPSP Yohana Arsen Rutaba

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Cc all inquiries to:

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