

FES
YOUTH LEADERSHIP DEVELOPMENT PROGRAMME
Module 4: Report Writing & CV Writing
14-15 April 2008

Saturday, 14 April (09h00-17h00)

- 09h00 – 11h00: Proposal Writing (Introduction)
- 11h00 – 12h00: Practical Exercise on Proposal Writing
- 12h00 – 12h40: Presentation of Practical Exercise
- 12h40 – 13h00: Summary of Proposal Writing Session
- 13h00 – 14h00: Lunch Break**
- 14h00 – 14h45: Minutes Writing (Introduction)
- 14h45 – 15h30: Report Writing (Introduction)
- 15h30 – 16h30: Practical Exercise on Minutes Writing/Report Writing
- 16h30 – 17h00: Summary of Minutes/Report Writing Session

Sunday, 15 April (10h00-15h30)

- 10h00 – 11h30: CV Writing (Introduction)
- 11h30 – 12h00: Practical Exercise on CV Writing
- 12h00 – 12h10: Summary of CV Writing Session
- 12h10 – 12h30: RECAP OF Training Module
- 12h30 – 13h00: Discussion of the Training Module
- 13h00 – 14h00: Lunch Break