

Food Security Information for Action

Reporting Food Security Information

Trainer's Notes



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by the Food and Agriculture Organization.



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Introduction	<p>Resources for Trainers include a series of materials which are based on the lessons from the distance learning course entitled "Reporting Food Security Information".</p> <p>The course comprises four lessons:</p> <ol style="list-style-type: none">1. Understanding the User's Information Needs2. Reporting for Results3. Writing Effective Reports4. Reporting Formats for Food Security
Timing/duration	<p>In general, the duration depends on the approach used during the presentation. However, a minimum of three hours is advisable for the entire course.</p>
Content outline and main topics covered	<p>The course provides guidance in designing effective food security reports for different contexts and purposes.</p> <p>Specifically:</p> <ul style="list-style-type: none">• "Understanding the User's Information Needs" explains how to design effective food security reports for decision makers by focusing on their information needs: what they need to know, what decisions they need to make and what the information requirements of those decisions are.• "Reporting for Results" provides guidance in aligning food security reporting with the goal of producing results by providing decision makers with actionable recommendations based on the analysis of available evidence and by gaining their credibility and trust.• "Writing Effective Reports" provides guidance in determining the most appropriate ways to organize the information and the most suitable language for presenting it. It also explains how to review the work to make sure it is effective and error-free.• "Reporting Formats for Food Security" illustrates how to structure

	reports for the main food security contexts. It provides guidance in selecting the best type of report to use depending on the purpose and in defining the outline of the report.
Target audience	1) Mid-level managers, technical staff, field personnel. 2) Planners, policy formulators and programme managers.
Prerequisite skills/knowledge	The course does not require any specific prerequisite knowledge.
Course objective	To understand the main principles involved in the process of writing effective food security reports.
Resources included for each lesson	Power Point presentation Learner's Handout and Annexes (to be distributed to the participants) Exercises
Notes on using resources	<ul style="list-style-type: none"> Materials included in the Resources for Trainers can be adapted by the Trainer to better suit his/her specific needs. Trainers can remove/add/modify text, images and examples. For this purpose, PDF documents are also available in Ms Word format. The Notes Pages of the Power Point presentations include additional information to be used by the Trainers during the presentation, e.g. further observations or examples. To view the Notes Page, the Trainer can click on "View" on the toolbar, and then click on "Notes Page". We advise the Trainer to print the Notes Page before the session starts. The Learner's Handout and Annexes contains all the information presented in the Power Point, including those in the Notes Pages.
Notes on using exercises	The exercises for each lesson are in separate MS Word files. They can be printed out and handed to participants individually, or used to raise group discussions. It is important for the Trainer to know that the last page of each document contains the solutions.
Equipment needed	1 PC connected to a projector. Ms Power Point and Word installed. 1 printer.