

# AI-Powered Report Writing for NGOs



SEH ACADEMY

AI-Powered Report Writing for NGOs

# Program Overview

This course is designed to equip NGO professionals with practical skills in writing high-quality, structured, and impactful reports using Artificial Intelligence (AI) tools.

Participants will learn how to transform raw data into professional reports, automate reporting processes, and improve clarity, consistency, and speed using AI-powered tools.

The course focuses on real-life NGO reporting needs, including donor reports, progress reports, MEAL reports, and internal documentation.

## Program Duration

- 24 Training Hours
- 6 Hours Practical Assignment
- Duration: 4 Weeks

# Program Structure (4 Weeks)

## Week 1: Fundamentals of NGO Reporting

- Types of NGO reports (donor, progress, internal, MEAL)
- Key components of professional reports
- Understanding donor expectations and formats
- Common reporting challenges in NGOs
- Introduction to AI in report writing

## Week 2: AI Tools for Report Writing

Using:

- ChatGPT
- Gemini
- Claude

### Participants will learn how to:

- Generate structured reports using AI
- Improve writing clarity and tone
- Summarize large amounts of information
- Rewrite and refine report sections
- Maintain consistency across reports

### **Week 3: Data Analysis & AI-Assisted Reporting**

- Using AI to analyze project data
- Converting data into clear narratives
- Writing results, outputs, and outcomes
- Reporting indicators and KPIs
- Avoiding common reporting errors

### **Week 4: Advanced Reporting & Automation**

- Automating reporting workflows
- Creating reusable report templates
- Writing donor reports efficiently
- Quality assurance and editing using AI
- Preparing final assignment

### **Practical Assignment (6 Hours)**

- Participants will develop a complete NGO report using AI tools, including:
  - Data analysis
  - Structured report writing
  - AI-supported editing and refinement
  - Final submission and feedback

## **Module 6: Practical Application & Case Studies**

- Real-life case analysis and discussion
- Applying the ETP model using AI tools
- Group-based emotional assessments
- Presenting case findings
- Preparing for the graduation project

### **Collaborative Graduation Project (9 Hours)**

Participants will work in teams to develop a complete emotional assessment and intervention plan, including:

- Emotional profile using the ETP Model
- Identification of emotional patterns and vulnerabilities
- AI-supported analysis and interpretation
- Structured intervention and healing strategy
- Final presentation and evaluation

# Target Audience

- NGO Professionals
- MEAL Officers
- Project Officers & Coordinators
- Program Managers
- Monitoring & Evaluation Staff
- Development Professionals

# Expected Learning Outcomes

By the end of this course, participants will be able to:

1. Write professional NGO reports using AI tools
2. Structure reports according to donor standards
3. Analyze and present data effectively
4. Improve report quality and clarity
5. Automate reporting processes
6. Reduce time spent on report writing
7. Deliver high-quality reports consistently

# About SEH International

SEH International is a leading training and professional development institution specialized in delivering high-impact, practical programs across various fields. With a strong focus on real-world application, SEH bridges the gap between theoretical knowledge and operational excellence.

Our programs are designed to equip participants with practical skills, enabling them to manage operations efficiently and make informed decisions based on data, in line with modern market demands and international standards.

