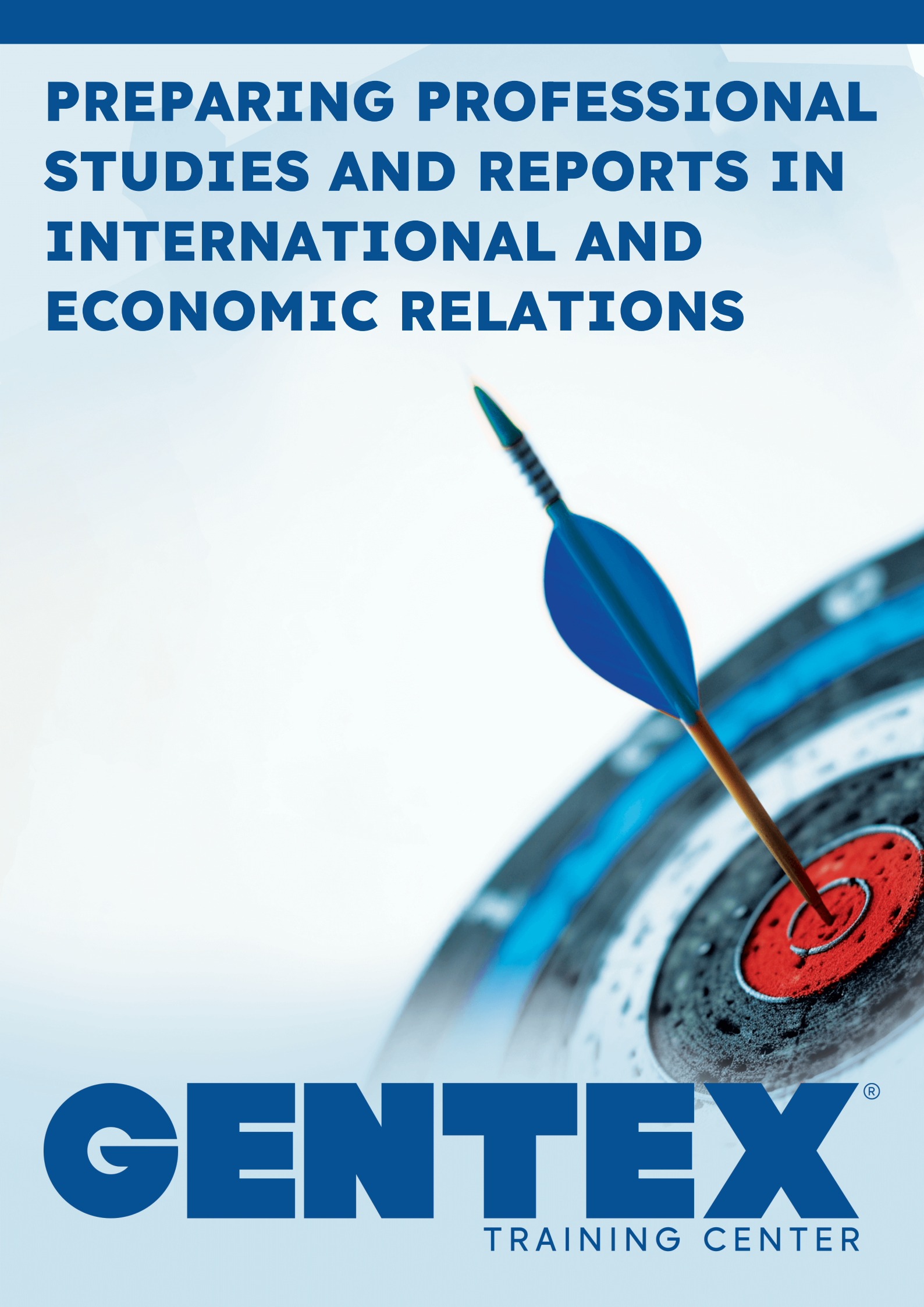
PREPARING PROFESSIONAL STUDIES AND REPORTS IN INTERNATIONAL AND ECONOMIC RELATIONS



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TRAINING CENTER

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Introduction

Preparing Professional Studies and Reports in International and Economic Relations Training Course gives analysts, researchers and officials the skills to produce studies and reports that inform decisions. Participants learn how to frame a research question, gather credible evidence and structure findings into a document that readers can act on. The programme covers research design, data sources, analysis techniques, report structure, argumentation and presentation. Furthermore, it addresses drafting in both Arabic and English, data visualisation and briefing for decision makers. As a result, delegates can move from raw information to a clear, defensible professional study. Gentex Training Center delivers the programme through writing workshops and research case work.

Preparing Professional Studies and Reports in International and Economic Relations Course Objectives

- Frame a research question and define scope, objectives and terms of reference.
- Design a research approach using qualitative, quantitative and mixed methods.
- Identify credible data sources on international economics and trade.
- Apply analysis techniques including trend, comparative and stakeholder analysis.
- Structure a professional study using executive summary, findings and recommendations.
- Build clear arguments supported by evidence and citations.
- Draft policy briefs, country notes and analytical reports.
- Present data through tables, charts and visual summaries.
- Write in professional Arabic and English to a consistent style standard.
- Brief decision makers and defend conclusions under questioning.

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Course Methodology

The course combines practical briefings with writing workshops and research case studies. Participants draft a study outline, prepare an analytical section and write a policy brief, receiving structured feedback. In addition, peer review and group discussion reinforce each technique, and every day closes with an applied writing task.

Who Should Take This Course

- Analysts and researchers in ministries and international organisations.
- Economic and political affairs officers and advisers.
- Embassy, trade mission and diplomatic staff.
- Journalists, editors and policy communication professionals.
- Development programme and donor reporting staff.
- Consultants and academics preparing policy-oriented studies.

Preparing Professional Studies and Reports in International and Economic Relations Course Outlines

Day 1: Research Design and Terms of Reference

- Defining purpose, audience and scope of a study.
- Formulating research questions and hypotheses.
- Terms of reference, deliverables and approval processes.
- Qualitative, quantitative and mixed method approaches.
- Sampling, case selection and comparative design.
- Research ethics, confidentiality and source protection.

- Workshop: drafting a terms of reference and research plan.

Day 2: Data Sources, Evidence and Analysis

- Primary and secondary sources for economic and international affairs.
- Institutional data: World Bank, IMF, WTO, UNCTAD and national statistics.
- Assessing source reliability, bias and currency.
- Trend, comparative and benchmarking analysis.
- Stakeholder and political economy analysis.
- Building evidence tables and analytical frameworks.
- Workshop: assembling and assessing an evidence base for a study.

Day 3: Structuring Professional Studies and Reports

- Standard structures: executive summary, background, analysis, findings, recommendations.
- Writing a clear executive summary that stands alone.
- Building logical flow between sections and arguments.
- Distinguishing findings from opinions and recommendations.
- Referencing, footnotes and citation conventions.
- Editing for clarity, brevity and consistency.
- Workshop: writing an executive summary and a findings section.

Day 4: Data Presentation and Policy Communication

- Choosing the right chart for the message.
- Designing tables that support the argument.
- Maps, timelines and infographics for international topics.

- Writing policy briefs and country notes.
- Adapting content for ministers, donors and the public.
- Presentation skills for briefing and question handling.
- Workshop: producing a policy brief with supporting visuals.

Day 5: Bilingual Drafting, Review and Publication

- Drafting in professional Arabic and English.
- Terminology consistency and translation pitfalls.
- Internal review, peer review and editorial control.
- Handling sensitive content and political neutrality.
- Publishing, distribution and version control.
- Building a personal writing and review checklist.
- Workshop: presenting a completed study before a review panel.

Conclusion

By successfully completing Preparing Professional Studies and Reports in International and Economic Relations Training Course, participants will have acquired the knowledge to research, structure and write professional studies that inform decisions. They will understand research design, evidence assessment, analysis techniques, report structure and policy communication, and they will know how to present findings clearly in Arabic and English. As a result, delegates raise the quality and influence of their analytical work. Gentex Training Center builds the programme around current research and reporting practice.

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FAQs for the Preparing Professional Studies and Reports in International and Economic Relations course

Q1 What is the "Preparing Professional Studies and Reports in International and Economic Relations" course about?

It teaches how to research, structure and write professional studies in international and economic affairs. You cover research design, evidence assessment, analysis techniques, report structure, data presentation and policy communication, with practical writing workshops.

Q2 What are the key benefits of the "Preparing Professional Studies and Reports in International and Economic Relations" course?

You gain the ability to turn scattered information into a clear, defensible study rather than a descriptive summary. You also improve evidence quality, sharpen recommendations, present data more effectively, and brief decision makers with greater confidence.

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Q3 What skills will I gain from the "Preparing Professional Studies and Reports in International and Economic Relations" course?

You will gain research design and terms of reference preparation, evidence assessment and analytical writing, professional study and report structuring, and data presentation and policy communication.

Q4 What tools, methods, or standards are covered in the "Preparing Professional Studies and Reports in International and Economic Relations" course?

The course covers research design including qualitative, quantitative and mixed methods, institutional data sources such as World Bank, IMF, WTO and UNCTAD datasets, source reliability and bias assessment, trend and comparative analysis, stakeholder and political economy analysis, executive summary and findings structures, referencing and citation conventions, chart and table selection for data presentation, policy brief formats, and bilingual Arabic and English drafting standards.

Q5 How is the "Preparing Professional Studies and Reports in International and Economic Relations" course applied in real-world practice?

Graduates apply it to prepare terms of reference for studies, gather and assess evidence from institutional sources, draft analytical reports and policy briefs, present data through charts and tables, brief ministers and donors, and manage review, publication and version control across Arabic and English versions.