Research Report Writing for Trade Union Officers Training Course

Professional Development Training Course Outline

Category	Trade Unions	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s rapidly evolving labour relations ecosystem, the ability of trade union officers to produce high-quality research reports, evidence-based policy briefs, and data-driven advocacy documents has become a critical competency. Unions are increasingly required to engage in collective bargaining negotiations, labour law compliance discussions, workplace dispute resolution, and socio-economic policy advocacy, all of which depend on strong research literacy, analytical writing skills, and report structuring techniques. Research Report Writing for Trade Union Officers Training Course is designed to strengthen participants’ capacity in qualitative and quantitative research analysis, labour market research, and structured report writing for industrial relations impact.

The course equips officers with practical skills to develop professional-grade research reports that influence policy, support workers’ rights, and strengthen union negotiation power. Participants will learn how to gather, analyze, and interpret data using labour statistics, survey tools, case documentation, and stakeholder interviews, and translate findings into compelling reports. With a strong focus on evidence-based advocacy, strategic communication, and policy influence writing, the course ensures union leaders can effectively articulate worker concerns in national and organizational decision-making spaces.

Programme Curriculum

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Introduction

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Course Duration

5 days

Course Objectives

1. Develop competency in research methodology for labour studies and industrial relations
2. Strengthen skills in data-driven report writing and evidence-based advocacy
3. Apply qualitative and quantitative research techniques in trade union contexts
4. Enhance ability in labour market analysis and workforce trend interpretation
5. Build capacity in policy brief writing for collective bargaining support
6. Improve understanding of occupational safety and labour rights documentation
7. Master survey design and workplace data collection techniques
8. Develop skills in case study analysis for labour disputes
9. Strengthen critical thinking and analytical writing for union research reports
10. Improve competence in statistical interpretation for social and labour research
11. Apply ethical research practices in worker data collection and reporting
12. Build expertise in stakeholder communication and report presentation
13. Enhance ability to produce professional advocacy reports for labour law reform

Target Audience

1. Trade union officers and shop stewards
2. Labour relations officers
3. Industrial relations practitioners
4. Human resource and employee relations managers
5. Worker rights advocates and NGO staff
6. Policy analysts in labour ministries
7. Occupational health and safety representatives
8. Collective bargaining committee members

Course Modules

Module 1: Foundations of Research in Labour Studies

- Introduction to labour research frameworks and industrial relations theory
- Understanding research paradigms: qualitative vs quantitative approaches
- Identifying labour problems and researchable union issues
- Overview of data sources in workplace investigations

- Case Study: Analysis of wage dispute trends in a manufacturing union

Module 2: Research Design & Proposal Writing

- Structuring research proposals for union-based studies
- Defining research questions and hypotheses in labour contexts
- Selecting appropriate sampling techniques for worker populations
- Designing ethical approval and consent frameworks
- Case Study: Designing a study on workplace harassment complaints

Module 3: Data Collection Methods in Trade Union Research

- Conducting worker surveys and structured questionnaires
- Using focus group discussions in union environments
- Performing key informant interviews with stakeholders
- Workplace observation and documentation techniques
- Case Study: Collecting data on unsafe working conditions in construction sites

Module 4: Data Analysis and Interpretation

- Introduction to SPSS, Excel, and qualitative coding tools
- Interpreting labour statistics and workforce indicators
- Thematic analysis of worker narratives and grievance reports
- Correlation between wages, productivity, and labour satisfaction
- Case Study: Analysis of strike causes in public sector unions

Module 5: Report Writing Structure and Formatting

- Standard structure of research reports (abstract, methodology, findings)
- Writing executive summaries for policy stakeholders
- Developing clear findings and recommendations sections
- Academic vs advocacy writing styles in unions
- Case Study: Formatting a report for a national labour commission submission

Module 6: Policy Briefs and Advocacy Writing

- Writing policy briefs for labour law reform
- Translating research into union advocacy messages
- Framing evidence-based arguments for negotiations
- Communicating findings to government and employers
- Case Study: Policy brief influencing minimum wage adjustments

Module 7: Presentation of Research Findings

- Designing visual data presentations (charts, graphs, infographics)
- Public speaking for union congresses and stakeholder forums
- Building PowerPoint reports for negotiation meetings
- Communicating complex data in simple worker-friendly language
- Case Study: Presentation of collective bargaining research results

Module 8: Advanced Labour Research & Impact Evaluation

- Measuring impact of union interventions and agreements

- Monitoring and evaluation (M&E) in labour programs
- Longitudinal studies in employment trends and job security
- Research ethics and confidentiality in union data
- Case Study: Evaluating impact of a signed collective bargaining agreement

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price

23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com