

Preparing Professional Studies and Reports in  
International and Economic Relations

*Barcelona (Spain)*

*21 - 25 July 2025*

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# Preparing Professional Studies and Reports in International and Economic Relations

Code: PS28 From: 21 - 25 July 2025 City: Barcelona (Spain) Fees: 4400 Pound

## Introduction

In the world of international and economic relations, studies and reports play a vital role in strategic decision-making, analyzing global trends, and guiding policies. This training program aims to equip participants with the skills to prepare professional studies and reports that accurately reflect international and economic realities using a scientific and systematic approach. The program focuses on developing research, data analysis, writing, and presentation skills to meet international standards.

## Course Objectives

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

- Understand the fundamentals of preparing studies and reports in international and economic fields.
- Learn the methodologies and tools used in political and economic analysis.
- Develop research, data analysis, and result presentation skills effectively.
- Master professional report writing techniques according to international standards.
- Enhance the ability to provide recommendations based on in-depth data analysis.

## Course Outlines

### Day 1: Introduction to Preparing Studies and Reports

- Key concepts in international and economic relations.
- The importance of studies and reports in strategic decision-making.
- Types of reports and studies in international and economic fields.
- Reliable data and information sources.
- Scientific research methodology in analyzing international and economic relations.

### Day 2: Data Collection and Analysis

- Quantitative and qualitative research methods in international and economic relations.
- Tools and techniques for data and information collection.
- Analyzing economic and political data using specialized software.
- Evaluating source credibility and data verification methods.
- Effectively presenting statistical data and charts.

### Day 3: Methodologies for Professional Report Preparation

- Elements and main sections of an effective report.
- Political and economic analysis methods for data interpretation.
- Preparing concise versus detailed reports.
- Referencing and citation according to international standards.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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- Utilizing artificial intelligence and digital tools in report preparation.

#### Day 4: Writing Reports and Preparing Recommendations

- Academic and professional writing techniques for reports.
- Skills for presenting findings and writing effective recommendations.
- Writing a clear and concise executive summary.
- Avoiding common mistakes in report writing.
- Reviewing the final report for accuracy and logical consistency.

#### Day 5: Effective Presentation and Delivery of Reports

- Strategies for presenting reports to relevant stakeholders.
- Using presentations to explain study results.
- Persuasion and influence skills when presenting reports.
- Handling questions and discussions about the report.
- Practical application: Preparing and delivering a comprehensive report.

#### Why Attend this Course: Wins & Losses!

- Gain comprehensive knowledge of preparing studies and reports that support strategic decision-making in international and economic fields.
- Learn how to use advanced data analysis tools to present accurate and reliable results.
- Improve professional report writing skills to meet international standards.
- Develop presentation skills to effectively communicate findings and recommendations.
- Ability to provide data-driven recommendations to support informed decision-making.

#### Conclusion

By the end of this training program, participants will have gained the essential skills and knowledge required to conduct thorough research, perform critical analysis, and produce high-quality reports that meet international standards. They will be able to analyze political and economic data professionally, write effective reports that support strategic decision-making, and present their findings and recommendations persuasively.

This program will empower participants to contribute significantly to shaping policies and strategic decisions within their organizations or institutions.

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles and the text 'UK Training PARTNER' in a bold, black, sans-serif font.

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