



HPC Training Course on Professional Writing for International Organizations

International organizations require clear, concise, and logically structured writing for reports, policy memos, proposals, and briefing notes. In a time of increased competition for diminishing funding and stretched mindshare between and within international organizations, the importance of effective, results-driven writing is greater than ever, from initial job applications through to internal emails, reports and funding proposals. And while generative AI can be a useful tool, it is critical to understand its limitations – and to grasp the fundamentals of effective writing to guide prompts. This two-day intensive programme equips participants with practical writing skills aligned with international standards.

Objectives: Apply plain English principles and logical structures; produce standard documents (career summary, internal email, report); Master logic-based writing with the inverse pyramid approach; Eliminate verbosity and develop writing that is immediately clear to colleagues and decision makers from diverse backgrounds; and Learn effective formats for English resumes (e.g., P11/PHP), cover letters, emails and reports.

Format: interactive lectures combined with hands-on exercises for each concept and each real-world example.

Detailed agenda: Day 1 covers the core elements of effective written communication and the stylistic elements common to international organizations. Day 2 focuses on applied documents, including job applications, emails and reports, and a final capstone exercise.

1. Training overview

- Participants are expected to be individuals aiming for professional careers who regularly draft formal documents in English (e.g. at international organizations like United Nations agencies)
- Duration: Two days (6 hours per day / 12 hours total).
- Format: Interactive lectures, individual/group/pair work (depending on participant numbers).
- Mode: In-person (and online)

2. Facilitator: *Mr. Petroc Wilton (Head of Communications, World Food Programme [WFP] Chad)*

Mr. Wilton is strategic communications specialist for international emergency and development operations. Formerly, He was Head of Communications, WFP Somalia [2020-2024]; Communications Officer, WFP Uganda [2019-2020]; Group Editorial Director, Decisive Publishing [2013-2018], etc.)

(Coordinator: Hideaki Shinoda, Director, HPC / Professor, Tokyo University of Foreign Studies)

3. Venue and Dates

Venue: National Olympic Memorial Youth Center (3-1 Yoyogi Kamizono-cho, Shibuya-ku, Tokyo)

4. Dates

September 26 [Sat.] and 27 [Sun] 2026

6. Participation Fees

30,000 JPY (in person) [20,000 JPY (online)]

7. Application

Send an email to the following address with your CV (any format)

hpcapplication@peacebuilders.jp

(There is no set deadline; however, registration for in-person participation will close once the limit of 20 participants is reached.)

8. Schedule (two-day programme)

Day 1: Foundations and style (6 hours)

Build a solid foundation in the core principles of writing for international organizations.

Time	Session	Exercise
10:00–10:20 (20 min)	Intro: better writing to influence decision-makers An era of increased competition: why effective (but not perfect) English writing matters • The three Cs: clarity, conciseness, context • Tone and style expected in international organizations • Structure outline for the course	
10:20-10:30 (10 min)	Break	
10:30-11:40 (70 min)	Session 1: Clarity • Lead with the lede: the inverse pyramid model • Structure: logical flow, topic sentences, transitions • Acronyms and the jargon trap	Reconstruct a set of disordered sentences into one coherent and logically structured paragraph.
11:40-11:50	Break (10 min)	
11:50-13:00 (70min)	Session 2: Conciseness Less is more • The elevator pitch: paring down to key messages • Repetition and why it should be used sparingly	Rewrite an overly verbose article on international politics or economics by reducing its length by approximately 30% while preserving its key messages.
13:00–14:00	Lunch Break (60 min)	
14:00–15:30 (90 min)	Session 3: Context • Know your audience • What do you need from them? • What do they need from you? • Channels and conventions	Audience/context-sensitive rewrites of information
15:30–15:40	Break (10 min)	
15:40–17:00 (80 min)	Session 4: Elements of style for international organizations • Neutral writing	Rewrite weak, bureaucratic, biased writing into concise, neutral, persuasive, and action-oriented English

	• Active vs passive voice • Evidence-based • Eliminating vagueness • Jargon and acronyms • Inclusive language • Style guides • Using AI to shape style	
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Day 2: Practical writing in context (6 hours)

Apply the skills learned on Day 1 to realistic writing tasks commonly required in international organizations.

Time	Session	Workshop
10:00–11:30 (90 min)	Session 5: Writing application documents for international careers • How to interpret job descriptions • Key elements of CVs or UN personal history profiles and cover letters • Presenting achievements using the STAR approach	Summarize your own professional experience as concisely as possible using the Action + Result format preferred by international organizations.
11:30–11:40	Break (10 min)	
11:40–13:00 (80 min)	Session 5: Effective workplace emails • Writing subject lines that busy managers will open • What's your objective? • Structure and bullets	Draft a brief, effective email to a more senior officer who is <i>not</i> your supervisor, with the objective of persuading him/her to take the action you want to help your team
13:00–14:00	Lunch break (60 min)	
14:00–15:20 (80 min)	Session 6: Proposal and report writing • Summarizing effectively • Stick to task/template! • Explaining data and statistics clearly in English • Maintaining objectivity and neutrality	Interpret graphs and statistical data and write a report section in an appropriate style for international organizations.
15:20–15:30	Break (10 min)	
15:30–17:00 (90 min)	Session 8: Capstone case study and course wrap-up • Writing under realistic time pressure • Comprehensive instructor feedback • Resources and strategies for continued professional development	Final challenge: In no more than three brief paragraphs, summarize a policy problem, propose a solution and outline what resources you need to achieve it. 40 minutes.

Key features and strengths of the programme

a) Focus on effective communication rather than elegant English

In international organizations, sophisticated vocabulary is far less important than **clarity, brevity, precision, and readability**. This course helps participants transform academic or literary English into professional English that supports decision-making and operational effectiveness.

b) Strong emphasis on practical output

Participants spend a substantial portion of the programme rewriting, drafting, and editing real-world documents. The course is designed to ensure that participants actively apply what they learn rather than simply acquiring theoretical knowledge.

c) International standards for inclusive and non-discriminatory language

The programme covers the principles of **inclusive language** expected in the United Nations and other international organizations, including gender-sensitive and culturally respectful writing. Participants will learn how to produce professional documents that meet contemporary international standards of neutrality, diversity, and inclusion.