



REPORT WRITING

Course Outline

Course overview and duration

Reports are an organisation's main tool to enable and support critical decision-making. It requires particular skill to communicate technical or commercial information efficiently, accurately, and persuasively. This one-day course introduces the most effective report writing techniques, and it concentrates exclusively on the skills that are required to both make the writing process easier and to achieve positive results.

Who will benefit from this course?

This essential course is ideal for those who are writing business reports for the first time, either as part of their management responsibilities or in their role as a team member. It is also relevant as a refresher course for people who have been writing reports for some time and who want to confirm that they are following the guidelines of good practice.

What you will learn:

- Use a methodical approach to writing reports.
- Analyse the audience and tailor the content to their specific needs.
- Set the key objectives of any business report.
- Plan the content according to the objectives.
- Gather data efficiently and select the relevant information for your readers.
- Prepare the document using an appropriate business writing style.
- Use best practice in structuring your document.
- Choose words that support your message and don't distract your reader.
- Assess the best places to use graphics, and choose the right image to support your content.
- Edit your draft report for maximum impact.

All delegates will leave the training with a personalised action plan.