

Report Writing Skills



making a positive difference to people and organisational performance

Duration: 1 Day

Overview: Most of us need to write a report at some time. Some people write them only occasionally, while others have to draft reports on a regular basis.

A report is a standard business and management tool, without which it would become difficult to function as effectively, wherever we work.

Designed for: To provide delegates with the knowledge and skills to help them enhance their report writing skills.

Objectives: By the end of this course you will be able to:

- understand what a report is and how to clearly define its purpose and objectives
- be able to state the structure for effective business reports
- know the critical steps to preparing a report including considering audience needs
- know how to set out written communications and how to write in a way to make your point clearly
- be able to recognise different styles of reports and methods of presentation and ensure the layout and design increase the effectiveness
- have practiced proof-reading, editing and rewriting parts of a document
- have practiced writing a report

Method: This course will use a structured series of related exercises and practical skills activities. You will have the opportunity to explore a range of techniques and actively practice newly learnt skills at the course.

This course can be run exclusively and tailored to suit your company's specific learning requirements and organisational needs. Costs are dependent on number of days required and bespoke content

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