

Report Writing - One Day Workshop

This course is aimed at individuals who are required to produce professional, effective reports and who would benefit from developing an organised and structured approach.

It takes the form of a highly practical one-day workshop, during which delegates will learn how to improve the style and tone of their business language and put this into practice.

Content

Planning the Report

- Define the brief and understand the aims and objectives of the report
- Assimilate material from different sources and reference correctly
- Consider the needs of the audience

Structuring the Report

- Apply structure to the report
- Write concisely and with clarity
- Write with conviction to persuade clients and colleagues
- Critically review your work to include proof reading and layout

Practical Session

- Review and critique reports
- Explore styles and types of report

Produce and commit to your Report Writing Action Plan

