Effective Report Writing Training

To produce professional reports people will want to read, they must be consistent, brief, clear, concise and effective.
If they are not easy to read, understand and act upon, no one will read them.

Report Writing Training Objectives

- Consistent with the 'one type' of report
- Brief, clear, concise and effective
- Easy to read, understand and act upon
- What is an Effective Professional Report?
- Practical examples of existing reports
- Review company or organisational expectations
- Share useful techniques to plan effectively
- Developing a unique and individual writing style
- Writing clearly, concisely and professionally
- Complex technical and scientific jargon or terminology
- Know how to self-edit easily and painlessly
- Paying attention to accuracy, grammar and detail
- Feel more confident tackling a professional report

Writing Effective Professional Reports

Everyone who enrolls upon this course is invited to send us copies of their reports (and those of their company or organisation) in advance, to help us to fine tune our workshop accordingly to their specific needs. During the course, we look at their style and a sample report to see:

- Whether its purpose (and therefore its conclusions) were crystal clear
- What already works for the delegate in their report writing skills
- What isn't working quite so well and could do with changing practical ways to do that

We know that most people hate official reports. Perhaps it's because nowhere can communication be messier or confused. Whether you have to write them or read them - most people would prefer not to.

Over the course of a day we support our delegates to create dynamic documents. We help

demystify the whole process from effective planning, to getting started - we aim that everyone leaves us feeling far more confident about how to tackle their next report - so that it helps your business or organisation to justify your next strategic decisions and actions.

Course Details

First Workshop Course Date	**15 April 2019- 20 April 2019**
Second Workshop Course Date	**10 June 2019- 15 June 2019**
Third Workshop Course Date	**5 August 2019- 10 August 2019**
Price Per Person (ex VAT)	**$ 2 350-00**
Accommodation	$ 420 -00(per delegate for the training duration, including bed and breakfast)