Professional Training Effective Report Writing

Good decisions come from good reports. The best reports demonstrate the writer's command of both material and medium. They demand respect and achieve an appropriate, positive response.

This workshop is highly practical. It deals with the fundamental skills needed for planning, structuring, writing and checking reports. It provides techniques and exercises for focusing on objectives and outcomes, the reader and the material. There is a case study running through the course so that participants can put the skills they acquire into practice immediately.

BENEFITS

After this two-day workshop you will:
- have a greater understanding of the main report formats
- be better at planning and organising reports
- be able to write more structured reports

LEARNING OBJECTIVES

You can expect to:
- write more structured reports
- improve your ability to plan and organise reports
- learn the main report formats

COURSE OUTLINE

Introduction
- Defining a report
- Routine and non-routine reports
- POWER
- Types of reports

Write Report After Attending Training Course

Mark Steyvers

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