ADVANCED REPORT WRITING   TM65

Deliver complex reports for specific purposes that achieve results

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Workshop Overview

This one-day course is specifically for experienced report writers looking to produce more effective documents. It's about making sure the reports you write actually get read and the contents acted upon. The course shows you how to sell ideas on paper, influence decision making and successfully communicate information through the written medium.

Benefits

This advanced course covers new ideas to increase the impact of your existing style, knowing when to use different formats and styles to communicate complex information in straightforward language. Participants will gain the confidence and skills to create professional reports. You will also learn how to use the power of language and layout to communicate your message effectively and convey complex, technical information to non-technical readers.

Who should attend ?

This course is designed to support anyone who feels that the ability to write successful reports could help them in their career or for people who want to take their report writing to the next level – but is also valuable for those with new responsibilities for report writing.

Outcomes & Content

- ✓ The report, intended audience and deadline
- ✓ Define precise communication objectives
- ✓ Develop a supporting research strategy
- ✓ Structure the argument effectively
- ✓ Discover the benefits of plain English
- ✓ Write with clarity and brevity
- ✓ Create a well-structured report

- ✓ Understand the prime issues
- ✓ Produce precise communication objectives
- ✓ Research methods: Primary and Secondary
- ✓ The role of supporting elements
- ✓ Report analysis and correction