

Effective Report Writing



Create business documents that are compelling, persuasive and easy to read

Who is it for?

Ideal for individuals who write reports and who are looking to create more effective documents and/or reduce time taken to produce an effective report.

Overview

In today's fast moving business environment we are increasingly expected to produce our own reports, letters, memo's and e-mails. Poorly written communication can have disastrous results for you, your organisation, cause misunderstandings, frustration and waste time. This workshop focuses our attention on the medium of written communication in business today - the report.

Report writing is an essential management tool. Good reports can be persuasive, draw conclusions and make recommendations in a clear concise way. This makes it easier for others to understand and make decisions - and saves time. This workshop will help you to write effective reports that have a good logical structure, are relatively short and easy to read.

Workshop Objectives:

- Prepare, structure and edit a report
- Clarify Aims and Objectives
- Understand the needs of the recipients
- Use appropriate language and vocabulary
- Prepare Appendices
- Write an Executive Summary

Investment

Total investment for this one day workshop is £140 per person. Alternatively, this workshop can be delivered internally to your organisation for a total investment of £1154. Based on a group size of ten persons, this reflects an investment of £115 per person. This cost includes all relevant materials but excludes any costs associated with the venue.