

# Effective Report Writing

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



## Mike Phillips Training

Releasing potential through learning and development

### Suitable for

Anyone who needs to prepare and produce reports as part of their work.

### Aim

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To develop the skills required to produce clear, concise and appropriate reports for your organisation. You will develop skills in researching, planning, writing and editing an effective report.

### Learning Outcomes

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By the end of the course, you will be able to:

- Name the stages of writing an effective report
- Determine what needs to be considered when planning your report
- Summarise information from a range of sources and organise them into a logical sequence
- Show effective use of vocabulary, punctuation and grammar within your reports
- Select visuals and images effectively so that they enhance rather than detract from your key messages
- Use practical tools and checklists to create effective reports that able to influence, persuade and convince your readership

You will also leave the course with:

- A sense of achievement
- A toolkit of techniques and practical ideas for releasing your potential
- A Personal Action Plan to take your learning further

### Training Style

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All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (\*email required)

### Other Courses to consider (Visit my website for details of these and other courses)

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- ➔ Care Matters: Protecting Client Confidentiality and Professional Boundaries
- ➔ Diversity: Disability Awareness
- ➔ Internal Communication – Don't hear it on the Grapevine
- ➔ Presentations – An Introduction

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*"A well-structured day that was more fun and interactive than I expected to be."*

*Practical and tailored to our needs and expectations."*

**Course Participant**  
**Cranstoun Drug Services**

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#### website

[www.mikephillipstraining.co.uk](http://www.mikephillipstraining.co.uk)

#### email

[mike@mikephillipstraining.co.uk](mailto:mike@mikephillipstraining.co.uk)

#### phone

07949 826881