



Course Outline

Effective Report Writing

Minimum and Maximum Learners: 6 to 16

Duration: One Day

Timings: 10:00 – 16:30

Suitable for

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

Aim

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

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.

Benefits of Attending

- ✔ Feel confident and ready to put your learning into practice.
- ✔ Take away a practical toolkit with proven techniques and ideas you can use straight away.
- ✔ Create a Personal Action Plan to apply your learning in your workplace.

Training Style

This course is highly interactive and uses engaging, 'brain-friendly' methods such as exercises, quizzes, group discussions, skills practice, storytelling and practical tools to support real-world application.

You'll receive a **Welcome Pack** with pre-course activities, a **Learner Workbook** during training, an **E-Book** on this topic and a **Bonus Pack** afterwards with extra tools and follow-up activities to help you put learning into practice. (*email required)

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

- ➔ Advanced Communication: Using the Principles of Neuro Linguistic Programming - NLP Techniques (2 Days)
- ➔ Decision-Making and Problem-Solving - Tools and Techniques
- ➔ Developing Resilience in an Ever-Changing World
- ➔ EDI: Disability Awareness
- ➔ EDI: Learning Disability Awareness
- ➔ Effective Team Working - Play Your Part
- ➔ Internal Communication - Don't hear it on the Grapevine
- ➔ Protecting Client Confidentiality and Professional Boundaries
- ➔ Time Management II: In-depth Tools and Skills for Effectiveness and Efficiency (2 Days)

