

PALOMINO TRAINING SOLUTIONS

REPORT WRITING SKILLS

★ ONE DAY ★

9:00 AM - 15:30 PM

Fact: Report writing forms a large part of a person's impression of the writer as well as the organisation. Poor report writing can lead to the downfall of a company.

A beetle's movements and motives are intentional and purposeful, just like our approach to report writing should be. Often, if you are an employee at any level, you must write reports. Poor report writing is noticeable good report writing can lead you to success. This course is intended to help you do the report writing your job demands.

Whether you want to or not, you must write to explain things, to smooth relationships, and/or to convince others of the value of some course of action. Report writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone.

The workshop will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.



Palomino Training Solutions
specialists in corporate training

Empowering others to help themselves through training, education & motivation.

COURSE OVERVIEW



Section 1: Prepare for Success

1. Researching your report efficiently
2. Defining your purpose
3. Three questions you must ask before writing

Section 2: Pick a winning format for your report

1. Meeting expectations for your report
2. The sections of a report
3. Executive summary – tips
4. Sample Executive Summaries

Section 3: Plan and present your ideas

1. Structure your report in 5-minutes
2. How to make your writing flow 1: powerful paragraphs
3. How to make your writing flow 2: ordering paragraphs
4. How to make your writing flow 3: ordering your sentences
5. Signposting your report
6. Report writing style: tips for readability

Section 4: Polish and proof like a pro

1. Design tips for report writers
2. Polishing and proofing your report: tips

TARGET AUDIENCE

All individuals and professionals who would like to strengthen their report writing skills and work confidently with others while creating the right impression.



This workshop includes dynamic trainee/trainer interactions and discussions, written and oral exercises, case studies, reflection, quizzes and a workbook for each participant to take back to the workplace.