

Report Writing Training



Report Writing Skills training that helps people to write clear and concise reports.

Course Objectives

For participants to improve their skills and confidence in:

- Preparing and planning.
- Structuring reports for clarity and coherence.
- Using clear and straightforward language.
- Conveying information and meeting the needs of the reader.

Who is the Course for?

The course is suitable for those new to report-writing and those with some experience who want to develop their skills.

Organisational Benefits

Better reports mean:

- Time savings – less time wasted struggling to decipher meaning.
- Better decision-making – confidence that information is accurate.
- Clearer thinking – the process of writing clearly forces you to think clearly.
- More ideas – well-written reports are more likely to be read, prompting new insights.

Course Content

Our Report Writing training courses are bespoke, and focus on the types of reports each group write in their day-to-day roles. Typical content is as follows:

- The organisational context: what reports are for, and why they matter.
- The principles of effective communication.
- The needs of the reader.
- Overcoming obstacles to writing.
- Using straightforward language.
- Structuring reports for clarity and coherence.
- Using paragraphs and sentences.
- Grammar and punctuation.
- Editing and proofreading.

Courses are very interactive, with a mixture of group discussions, activities and games.

To develop the learning further, we provide the extra option of post-course phone and e-mail one-to-one tuition. We'll then guide participants through their next real-life report.

Price

Typical one-day workshop price: £350 plus £40 per person.

Reduced price for charities: £350 plus £10 per person.

We charge expenses at cost and keep these to a minimum. We will charge a maximum of £150 for travel and one night's accommodation (where required) within the UK.

We also provide half day workshops, two-day extended learning, and programmes comprising a series of shorter sessions – please ask for prices.