

Report Writing

Course Outline

Improving report writing skills can lead to better customer relations, more successful funding bids, improved image and reputation, better communication, and fewer misunderstandings.

This course will develop a range of essential written communication skills, including how to avoid making common grammatical and punctuation errors, and how to get the message across using concise, plain English. The skills learnt will provide a useful basis for improving the quality, clarity and effectiveness of all reports, whether for internal or external use.

KEY AIMS

1. To enable delegates to develop confidence and skills to produce clear and concise reports
2. To focus on key issues and challenges relating to report writing, such as: identifying and responding to the needs of the reader, ensuring clarity and impact, and using common report writing conventions within a consistent style
3. To introduce powerful and flexible tools and techniques for effectively planning and writing reports, whatever the participants' previous experience or circumstances
4. To enable delegates to improve their skills in written communication, including improving spelling, grammar and clarity
5. To facilitate the development of strategies for improving delegates' ongoing personal development

KEY BENEFITS

Participants will learn how to:

- Increase their confidence to write clearly, concisely and effectively
- Identify appropriate writing styles and conventions for a range of different reports
- Match the style and content of their reports to the needs and interests of their readers
- Improve the impact and persuasiveness of their writing
- Present and structure information effectively

The organisation will:

- Develop and improve its corporate image
- Improve its professional reputation with customers and suppliers
- Improve internal communication
- Save time and money by minimising misunderstandings, and by presenting accurate, easy to read documents

OUTLINE PROGRAMME

- **Knowing your reader** – Identifying the needs/interests of the reader to tailor the contents and style appropriately
- **Setting the framework** - Linking overall aims and objectives with appropriate content, style and structure of writing
- **Planning your writing** - Tools to help in the planning of reports
- **Report writing conventions** – Exploring the use of conventions when writing formal and informal documents
- **Ensuring clarity and impact** - Exploring how the use of clear, plain language can increase the effectiveness of reports
- **Spelling and punctuation** - The rules for the use of punctuation and techniques for improving your spelling
- **Developing a house style** – How to ensure consistency of content and style whilst maintaining impact and keeping the interest of the reader
- **Evaluating and improving your reports** – How to assess the effectiveness of your reports, and how to seek and use constructive feedback to ensure ongoing improvements
- **Personal development planning** – extending learning back into the workplace

FEEDBACK

- “The exercises and the information to take away and refer to when writing reports in the future were excellent”
- “The trainer was very responsive – listened to the opinions of everyone and was very interactive”
- “Enjoyable course. What could have been a ‘dry’ subject was made fun by the skills and humour of the facilitator”
- “Handouts will be very useful to be able to refer to when next faced with a report and don’t know where to start!”

COST

We understand that training is an investment - not just in terms of the cost, but also in time. We are therefore committed to providing excellent value by ensuring that our open courses are competitively priced. Unlike other inexpensive open/public courses, we deliberately restrict the number of places so you can rest assured that the training will be focused on the needs of every delegate, and will be an effective learning experience. Fees for 1-day open courses from H2 are as follows:

- Per delegate: £295 + VAT
- 2 or more delegates: £255 + VAT each / Public Sector: £255 + VAT
- Registered Charities and Self-funding individuals: £230 + VAT

Fees are fully inclusive of:

- Course tuition / materials
- Workbook, with comprehensive reference materials / proformas
- Lunch / refreshments
- Personal action planning
- Certification (on request)
- Follow-up support (on request).

CONTACT

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