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What is Report Writing Training?

This report writing training course offers delegates new skills for presenting information in an interesting and professional way. Presenting information in a written form is a problem that is increasingly faced by all managers. Candidates will learn a range of report writing formats which they adapt to their needs, whilst expanding their writing capabilities and report wrtiting experience.

While financial data is frequently a key part of such reports, it is usually the narrative element which causes trouble for the writer and, sadly, confusion for the reader.

Who is Report Writing Training intended for?

There are no formal requirements for this training course. Anyone who is interested in developing their report writing skills can attend. This training course is particularly useful for those who write professionally, and those in a managerial role who need to construct reports.

What are the objectives of Report Writing Training?

Having completed this report writing training course participants will be able to:

- Identify the purpose of their reports
- Apply a recognised and helpful report structure
- Organise the material logically
- Present the information clearly and read-ably on paper or screen

Preparation for report writing

- Setting your objectives
- Thinking about the reader
- Obtaining the information

Planning the report

- Prioritising the information

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Writing the report

- Accuracy, brevity and clarity
- Writing style
- Using illustrations
- Presentation, format and layout
- Editing
- Proofing