BUSINESS REPORT WRITING SKILLS TRAINING COURSE

"Good writing is clear thinking made visible." - Bill Stott

This training course will teach you the essentials of writing great reports for your business. You'll learn how to craft persuasive executive summaries, make thoughtful conclusions, and plan efficient reports that get results. You will also have the opportunity to cover some common pitfalls when it comes to report writing, allowing you to avoid costly mistakes in the future. You can expect your understanding of report writing to grow exponentially after taking this hands-on training course. Become the effective business communicator you know you can be!

Key Course Content:
- Produce persuasive reports.
  Assess reader behaviour - How will the reader react?
- Be aware of the different reading styles of different generations.
- Predict the personality styles of critical readers.
- Identify the effective and ineffective report writing skills in the environment.
- Interpret the nuances and heuristics of the target audience readership styles.
- Rewrite words that cause reader confusion.
- Recognize the perils of jargon and endless acronyms.
- Discover greater productivity in writing by following a structured process
- Respond to feedback in a manner that will help you fine-tune your report writing skills.
- Formulate your reports in the active rather than the passive voice.
- Judge your current knowledge of grammar, punctuation and spelling.

Target Audience:
The course can be tailored for the specific cohort whether it be the leadership team, another group of managers/team leaders or employees.

Duration:
This course is available as a 1-day course or a truncated half-day course.

Delivery:
This course can be delivered both in-person or virtually. For virtual delivery, we can use our virtual platforms or your organisations.

Group Size:
We recommend a group size of 4-10 people.