

Effective Report Writing

Communicating in an effective manner on paper is a key business skill that is essential in today's business world. This course will help you create effective reports that summarise and share information enabling the reader to quickly understand the points being addressed.



Who is it for?

If you are in need of some help with your report writing and information presentation this course is suitable for you. If however you need to produce Proposal Documents, then the 'Writing Winning Proposals' course may be the one to consider.

Benefits

From attending this course people will be able to:-

- Set clear objectives
- Produce succinct reports in line with those objectives
- Structure a report in a logical sequence
- Present reports in a 'reader-friendly' style
- Self-edit / review draft reports
- Illustrate points through use of graphics

Content

- Features of an effective report
- Preparing to write the report
- Gathering relevant information and organising this into a logical sequence
- The report content
- Presenting the information

This list is not exhaustive so please talk to us if you don't see what you are looking for

Why X Learning?

Our training avoids the 'dull and boring' tag. We make this subject lively, fun, interesting and above all relevant by:

- Drawing learning from day to day events within the business
- Allowing participants to directly reflect on the organisation and the job they do
- Incorporating high levels of interactivity, for example:
 - Running light hearted but focussed business games
 - Using live company data where possible
 - Providing realistic case studies
- Cutting out the jargon and keeping things simple
- Encouraging group work
- Catering for different learning styles and providing multi sensory input

Programme length options; half day or full day depending upon your requirements

To discuss **call** Mike on 07899 728 628 or David on 07984 817 328
our office on 01908 632713 or **email** office@xlearning.co.uk