Report-writing course

Reports are far more than simply tasks to tick off a to-do list – they're a cornerstone of everything your team do. If their reports are poorly written, their work may be ignored or inadequately recorded, and what needs to happen doesn't happen.

Unfortunately, too often, reports can become a time-consuming chore. And not just for the people writing them, but for the person responsible for signing them off, too.

Maybe your team's reports are too long, leaving key points buried. Perhaps they lack a logical structure, showing a lack of planning. And if your organisation uses standard templates, your team could simply be failing to use them effectively.

Writing for results

It's problems like these that we developed this course to address. We'll arm your team with strategies and techniques that will enable them to present their expertise, research and recommendations in the best possible light.

We understand that your audience and aims will be specific to you and your team. So we'll listen closely to your needs from the start, and make sure we understand your organisation. And we'll tailor the course materials using examples you provide, ensuring your team can see exactly how to apply everything they learn.

emphasis®
www.writing-skills.com

Improve your writing at work

Who is it for?

This course will benefit any team that write reports: whether those are annual reports to company boards, reviews for your clients, quarterly reports to investors, or other longer documents such as briefings or project plans.

What does the programme include?

A face-to-face one-day training course is standard. However, we can adapt the course for shorter or longer sessions as required.

We'll also analyse a sample of each delegate's writing before the course and produce a graph of the results, showing both strengths and areas that need work. The trainer will talk through the results with delegates individually during the course, giving them targeted feedback that means they can focus on their problem areas and make rapid improvements.
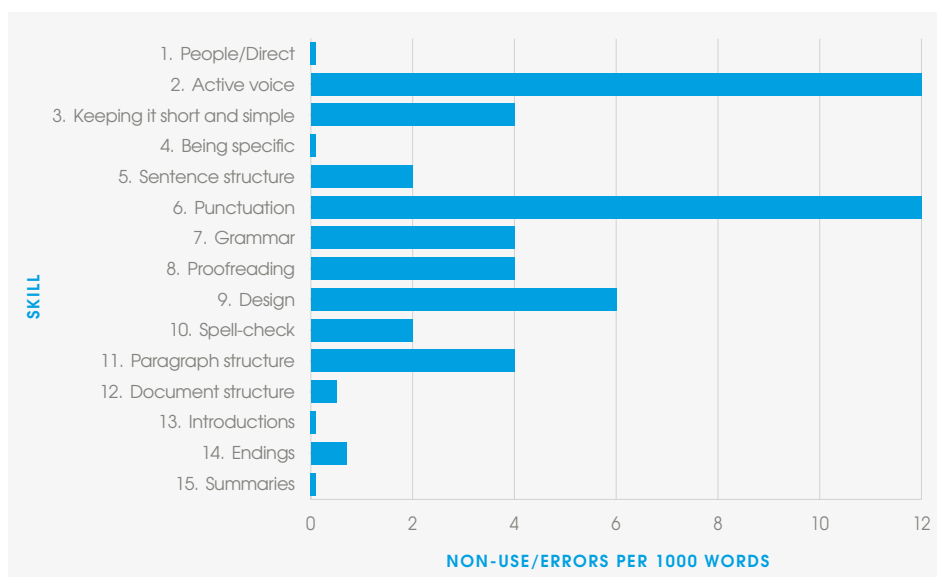
Gap analysis: every participant receives targeted feedback

Numbers, venue and pricing

We can train any number, including an entire organisation. (Please ask about our open courses if you need to train only one or two people.)

We train in small groups of no more than ten, to make sure everyone gets the individual attention they need.

Our trainers are based in the UK, the US and Europe, but we train globally. Wherever you are in the world, we can come to you to run the course. We can also train remotely.

The cost of the course varies depending on how many people you're looking to train.

If you'd like to find out prices for your group size, call us on +44 (0)1273 732 888 or email info@writing-skills.com.

All our courses come with a 30-day money-back guarantee. If you're not completely satisfied, let us know within 30 days of your first face-to-face course and we'll give you a full refund.

Learning objectives

On a typical one-day report-writing course, your team will learn how to:

• build a logical structure – helping them communicate their ideas clearly and succinctly

• write reports that their readers will want to read – so their hard work won't go to waste

• learn what to put in and leave out, retaining crucial information and leaving out unnecessary detail

• use correct grammar and punctuation to avoid any embarrassing mistakes

• use an appropriate level of language for their readers

• write in your organisation's tone of voice.

A blended approach for lasting learning

Your team will learn a lot on this intensive course. But changing writing habits takes time and continued practice. So you can choose to combine this training with other interventions to create even better results and lasting change.

You could choose to run a coaching clinic: a follow-up day of individual coaching sessions based on a second writing analysis from each delegate. These one-to-ones give the trainer and delegates a chance to identify and target any ongoing problem areas.

Or you might like to complement the training with targeted 90-minute lunch-and-learn seminars, webinars or remote coaching. We also have online-learning modules that can reinforce and build on everything the delegates learned on the course.

Contact us to discuss building the blended programme that's best for your team.

Course programme

Report-writing course

9.30 Introduction
- • Welcome
- • Course overview
- Why good writing pays off
- Putting the reader first
- Having a clear objective

10.45 Coffee
- Getting started
  - • Overcoming writer's block
  - • Assembling the facts
- A logical structure
  - • Making the information flow
  - • Meeting (all) readers' needs
- Intros and endings
  - • Building rapport quickly
  - • Executive summaries
  - • Making endings memorable

1.00 Lunch
- Improving readability
  - • Reader-centred writing
  - • Make your writing active
  - • Writing in plain English
  - • Structuring your sentences for easy reading

3.30 Tea
- Confident grammar and punctuation
- Designing for impact

Summary

5.30 Close

Make your words count: find out how to plan and write compelling reports