

Employee Growth- A Three Day Course

Effective Report Writing

Report Writing for Maximum Effect

WHO SHOULD ATTEND?

All employees in the organization that want to learn, relearn or improve their report writing competency so that they can get the very best results from their leadership, teams and colleagues in pursuit of the organization's goals.

COURSE DESCRIPTION

Effective Report Writing is a straightforward approach to report writing that provides a dramatic increase in the quality and impact of the report delivered. The program is a well researched knowledge-based workshop and designed with the individual learner at the centre of the learning process which means that the course is extremely interactive and practical.

COURSE OBJECTIVES

By the end of this course delegates will be able to:

- ✓ Determine report writing for maximum effect
- ✓ Determine a roadmap for report writing and the key stages of a professional report
- ✓ Develop report writing key skills that organize clearly written and effective reports suited to their audience and purpose.
- ✓ Develop a report writing format that will produce more professional and effective reports that reflects positively on them and their organization.
- ✓ Produce drive to self-develop in minute taking
- ✓ Produce positive impact on the overall performance of each delegate and the organization

COURSE BENEFITS

- ✓ Targeted (tailored) learning and development
- ✓ Instant new knowledge and skills
- ✓ Gain substantial increase in productivity
- ✓ Individual action plans to ensure immediate transfer of learning
- ✓ Tangible ROI

COURSE CONTENT

DAY 1 • REPORT ROADMAP AND KEY STAGES

Defining Your Objectives

- What is an Objective
- Your Roadmap

Key Stages of Report Writing

- Executive Summary
- Introduction (3P's- Problem, Possibilities and Proposal)
- Discussion
- Conclusion
- Appendix
- Glossary

[View all our Training Course Outlines here>](http://www.thewholething.net)
www.thewholething.net

DAY 2 • REPORT STYLE AND STRUCTURE**Writing Your Reports for Your Audience**

- Audience matters
- Is My Boss Your Audience
- How To Identify Your Audience & What They Want
- How Much Detail Should You Give
- Putting Yourself in The Readers Shoes

Style and Structure

- The Art of Writing
- The Elements of Prose (Words, Sentences and Paragraphs)
- Aspects of Effective Style
- Drafting
- Editing

DAY 3 • CONTENT FOR MAXIMUM IMPACT**Research Your Material**

- Planning Your Research
- Making And Storing Notes
- Questionnaires
- Knowing when to stop

Language Selection and Use in Report Writing

- The English Language
- The Right Word at The Right Place
- Mastering Basic Grammar
 - What is a noun, verb, adjective etc
 - Syntax- The Structure of Sentences & Paragraphs
 - Using Punctuation Effectively

Key Learning Review

- Group discussion and professional feedback to consolidate key learning. Delegates will leave the day with a list of development activities to improve their report writing back at work.

IN ADVANCE

Each delegate will be asked to complete a pre-course questionnaire to determine their individual learning objectives. These will be used by the trainer to give on track training that is focused on the individual learner attending.

The most appropriate training format, content and approach for this course will be discussed with you prior to the start of your course.

ON-TRACK FOR GROWTH

The individual leaves this program with a **Personal Action Plan** to encourage immediate transfer of training to the job.

EVALUATION TO ENSURE CONSISTENT QUALITY

All our courses are evaluated at Kirkpatrick's Reaction and Learning levels as part of our quality control process as follows:

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Level 1- Reaction- Training Course Evaluation Form

This training course evaluation form is used to maintain and improve the standards of our training courses.

Level 2- Learning- Pre and Post Training Test

The test is confidential and used to evaluate our training, **not the delegate**. The results help us answer the question “Did people learn what we wanted them to learn from the training?” This test is run at the beginning and at the end of this training course.

The Whole Thing can help properly position and align all learning and development with business priorities to ensure that effective evaluation is possible. We encourage all our clients to agree measures prior to any intervention so that return on investment (ROI) and process gets attention.

Please contact **The Whole Thing** to explore the many ways that we can help you.

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