BLACKBiRD
FOR TRAINING

Management, reports and analysis

UK Traininig
PARTNER

Management, reports and analysis

Introduction

A technical report is more than just a presentation of facts about a given situation. An effective report can motivate people to take the desired course of action. Moreover, the quality of a report can influence how its subject matter is perceived by the reader. In this course, we will explore the different types of reports, learn how to structure and scope reports from inception to completion, and understand how to write for a specific audience with a clear purpose. Finally, we will delve into a logical approach to developing visual aids that support the representation of facts, conclusions, and recommendations that comprise the report.

This course provides the essential report writing skills needed for creating both business and technical reports that meet readers' requirements. We will cover best practices in management reports, project management reports, and provide the necessary tools to ensure reliable, evidence-based reports.

Course Objectives

By the end of this course, participants will be able to:

- Write purposeful business and technical reports that meet the needs of the audience and drive decision-making.
- Utilize various templates and report types to achieve reporting objectives, including management reports and project management reports.
- Effectively generate reliable conclusions by researching, analyzing, and organizing information.
- Provide evidence-backed recommendations that support management decisions.
- Use visual aids appropriately to enhance the presentation of information in reports.
- Apply advanced methodologies to ensure that each report is impactful and meets high standards.

Course Outlines

Day 1: The Report Writing Process

- Overview of Report Writing: Understanding the definition of report writing and its importance in organizational decision-making.
- The 5 easy steps to report writing: From planning to final edits.
- Understanding your audience: Tailoring content to meet their needs.
- Articulating the intended purpose of the report.
- Planning content and style to achieve clarity and purpose.
- Essential building blocks of writing: How to express or impress effectively.

Day 2: Reporting Structure

- Structuring tools: Understanding reporting structure and organizing the content of your report.
- Arranging different sections of a report logically.
- Writing captivating introductions that engage the reader from the start.
- Conducting research and analysis: Gathering data and providing evidence-backed findings.
- Deriving unbiased conclusions based on facts.

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

- Tools and methodologies for crafting well-supported recommendations.
- Bringing it all together: Creating a cohesive and coherent report.
- Storytelling elements in reports to maintain reader interest.

Day 3: Report Types and Templates

- Recognizing different reporting structures for various types of reports.
- Matching reports to situations: Understanding which type of report is needed based on context.
- The 6 types of reports:
  - Investigative reports
  - Progress and status reports
  - Periodic reports
  - Instructional reports
  - Proposals
  - Financial reports
- Using reporting templates to simplify and streamline report creation.

Day 4: The Power of Visual Aids

- Using visual aids effectively in reports: Enhancing readability and understanding.
- Principles for designing impactful visual aids.
- Recognizing different types of visual aids and how they support the data presented.
- Integrating visual aids such as images, diagrams, graphs, charts, and tables into your report.
- Essential visual aid checklist to ensure you include the right elements.

Day 5: Reports That Win

- The elements of winning reports: What makes a report stand out in terms of clarity and value.
- Using writing tone effectively to engage your audience.
- Applying scientific tools and methodologies to improve data accuracy.
- Mastering the so what? principle to make sure your report adds value.
- Building rapport with your readers and stakeholders.
- Mastering editing techniques to produce a polished final report.

Why Attend This Course: Wins & Losses!

- Enhanced report writing skills: Learn how to write technical reports and management reports that align with industry standards and meet specific audience requirements.
- Strong analytical capabilities: Understand how to incorporate management analysis into your reports, ensuring they are data-driven and well-supported.
- Effective report structure: Master the art of structuring reports for maximum impact and clarity, ensuring that each section is purposeful and cohesive.
- Impactful visual aids: Gain expertise in using visual aids to enhance your reports, making them more engaging and informative.
- Professional credibility: By learning best practices in report writing, you will improve your credibility and professionalism in any work environment.

Conclusion

Mastering report writing is an essential skill in the business world, particularly in management and project management roles. By attending this course, you will learn to create business and technical reports that are not only informative but also persuasive. The use of visual aids and the application of advanced writing methodologies

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

will help you craft reports that support decision-making processes and increase your professional credibility.

Register now to enhance your report writing skills and make your next report a winning one!

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

Europe

Malaga (Spain)

Sarajevo (Bosnia and Herzegovina)

Cascais (Portugal)

Glasgow (Scotland)

Edinburgh (UK)

Oslo (Norway)

Annecy (France)

Bordeax (France)

Copenhagen (Denmark)

Birmingham (UK)

Lyon (France)

Moscow (Russia)

Stockholm (Sweden)

Podgorica (Montenegro)

Batumi (Georgia)

London (UK)

Istanbul (Turkey)

Amsterdam

Düsseldorf (Germany)

Paris (France)

Athens(Greece)

Barcelona (Spain)

Munich (Germany)

Geneva (Switzerland)

Prague (Czech)

Vienna (Austria)

Rome (Italy)

Brussels

Madrid (Spain)

Berlin (Germany)

Lisbon (Portugal)

Zurich

Manchester (UK)

Milan (Italy)

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

USA & Canada

Los Angeles (USA)	Orlando, Florida (USA)	Online	Phoenix, Arizona (USA)	Houston, Texas (USA)	Boston, MA (USA)
Washington (USA)	Miami, Florida (USA)	New York City (USA)	Seattle, Washington (USA)	Washington DC (USA)	In House
Jersey,New Jersey (USA)	Toronto (Canada)				

ASIA

Baku (Azerbaijan) (Thailand)	Maldives (Maldives)	Doha (Qatar)	Manila (Philippines)	Bali (Indonesia)	Bangkok
Beijing (China)	Singapore (Singapore)	Sydney	Tokyo (Japan)	Jeddah (KSA)	Riyadh(KSA)
Melbourne (Australia) Korea)	Phuket (Thailand)	Dubai (UAE)	Kuala Lumpur (Malaysia)	Kuwait City (Kuwait)	Seoul (South
Pulau Ujong (Singapore)	Irbid (Jordan)	Jakarta (Indonesia)	Amman (Jordan)	Beirut	

UK Traininig
PARTNER

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Cities

AFRICA

Kigali (Rwanda)	Cape Town (South Africa)	Accra (Ghana)
Lagos (Nigeria)	Marrakesh (Morocco)	Nairobi (Kenya)
Zanzibar (Tanzania)	Tangier (Morocco)	Cairo (Egypt)
Sharm El-Sheikh (Egypt)	Casablanca (Morocco)	Tunis (Tunisia)

UK Traininig
PARTNER

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com

Blackbird Training Categories

Management & Admin

Entertainment & Leisure
Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Artificial Intelligence (AI)
Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training

International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

+44 7401 1773 35
+44 7480 775526

Sales@blackbird-training.com

www.blackbird-training.com

UK Trainnig
PARTNER

Head Office: +44 7480 775 526
Email: sales@blackbird-training.com
Website: www.blackbird-training.com