BLACKBiRD
FOR TRAINING

Report writing and Microsoft skills

Maldives (Maldives) - Maldives (Male' Atoll)

2 - 6 December 2024

UK Traininig
PARTNER

Report writing and Microsoft skills

code: SA28 From: 2 - 6 December 2024 Venue: Maldives (Maldives) - Maldives (Male' Atoll) Fees: 4800 Pound

Introduction

A technical report is more than just a representation of the sub-facts of a situation. Effective reporting can move people toward the desired course of action. Furthermore, this course consists of reports on different types of reports. We will master the structuring of defining reports, from the inception of the report to the completion of the report. We will also learn for a specific audience with a concrete sense of purpose. Provided assistance from abroad.

Course Objectives of the report writing and Microsoft skills

- Writing targeted practical and technical reports that meet the requirements of the reader
- Various templates and report types for reporting purposes
- Extract reliable queries effectively by searching and analyzing information
- Make recommendations to those who have the willingness to provide support
- Effectively apply Microsoft Excel and Word skills
- Use skills to apply professional format
- Application of the method, writing and formatting emails

Themes of the report writing and Microsoft skills course

Day 1

Report writing process

- An overview of report writing
- Five easy steps to writing reports
- Understanding the audience
- Clarify the purpose
- Planning layout and style
- Using stones for writing
- Professional writing: candid or impressive?

Day 2

Building reports

- Construction tools
- Arranging different sections of the report

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- Writing captivating introductions
- Conduct research and analysis
- Deliver results called performance
- Unbiased extraction
- Tools and methodologies for efficient derivation
- Putting it all together: a coherent and coherent report
- Storytelling elements

Day 3

Report types and templates

- Learn about different reporting structures
- Matching reports to cases
- Six types of reports
- investigative reports
- Progress and Status Reports
- periodic reports
- Indicative reports
- Show suggestions
- financial reports
- Report Templates

Day 4

Microsoft Excel and Word skills

- Import data from selected text
- Searching for data within a workbook
- Format worksheets and workbooks
- Use professional templates available in MS Library
- Navigating through a document Navigating for text, inserting hyperlinks
- Professional layout application

Day 5

Examples, in writing and formatting emails

- An overview of email writing and formatting
- Five easy steps to write an email
- Understanding the audience
- Clarify the purpose
- Planning layout and style
- Using stones for writing

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QNB
Qatar National Bank (QNB), **Qatar**

مؤسسة قطر Qatar Foundation
Qatar Foundation, **Qatar**

AFRICAN UNION ADVISORY BOARD ON CORRUPTION, **Tanzania**

KFAS مؤسسة الكويت للتقدم العلمي
KFAS **Kuwait**

Reserve Bank of Malawi, **Malawi**

Central Bank of Nigeria **Nigeria**

Ministry of Interior Kingdom of Saudi Arabia
Ministry of Interior, **KSA**

Mabruk Oil Operations
Mabruk Oil Company **Libya**

الشركة السعودية للكهرباء Saudi Electricity Company
Saudi Electricity Company, **KSA**

BPKH Badan Pengelola Keuangan Haji
BADAN PENGELOLA KEUANGAN Haji, **Indonesia**

NATO **Italy**

eni
ENI CORPORATE UNIVERSITY, **Italy**

بنك الخليج GULF BANK
Gulf Bank **Kuwait**

المؤسسة العامة للتأمينات الاجتماعية General Organization for Social Insurance
General Organization for Social Insurance **KSA**

Defence Space Administraion **Nigeria**

مجموعة الصناعات الوطنية (القابضة)
National Industries Group (Holding), **Kuwait**

مؤسسة حمد الطبية Hamad Medical Corporation
Hamad Medical Corporation, **Qatar**

USAID UNITED STATES AGENCY INTERNATIONAL DEVELOPMENT
USAID **Pakistan**

STC الاتصالات السعودية
STC Solutions, **KSA**

North Oil Company
North Oil company,

EKEDC EKO ELECTRICITY DISTRIBUTION COMPANY
EKO Electricity

oman BROADBAND العمانية للنطاق العريض
Oman Broadband

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Management & Admin

Professional Skills
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Media & Public Relations
Project Management
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Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
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