

Advance Report Writing & Communication Skills

Cape Town (South Africa)

16 - 20 December 2024

UK Training

PARTNER



Advance Report Writing & Communication Skills

Code: PS28 From: 16 - 20 December 2024 City: Cape Town (South Africa) Fees: 3300 Pound

Introduction

A technical report is more than a mere representation of facts pertaining to a situation. An effective report can move people towards taking a 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 describe the different types of reports. We will master the structuring and scoping of reports, from conception to completion. We will also learn to write for our specific audience with a tangible sense of purpose. Finally, we will discover a logical approach to developing visual aids to support our representation of the facts, conclusions, and recommendations that comprise the report.

Course Objectives of Report Writing and Communication Skills

- Write purposeful business and technical reports that meet readers' requirements.
- Utilize different templates and report types to achieve reporting objectives.
- Generate reliable conclusions effectively by researching, analyzing, and organizing information.
- Provide evidence-backed recommendations to support management decision-making.
- Use visual aids appropriately to support the presentation of information.
- Apply advanced methodologies to make every report a winning report.

Report Writing and Communication Skills Course Outlines

Day 1

The report-writing process

- Report writing overview.
- 5 easy steps to report writing.
- Understanding your audience.
- Articulating intended purpose.
- Planning content and style.
- Employing essential writing building blocks.
- Business writing: express or impress?

Day 2

Reporting structure

- Structuring tools.
- Arranging different sections of a report.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- Writing captivating introductions.
- Conducting research and analysis.
- Delivering evidence-backed findings.
- Deriving unbiased conclusions.
- Tools and methodologies for deriving recommendations.
- Bringing it all together: a cohesive and coherent report.
- Storytelling elements.

Day 3

Report types and templates

- Recognizing different reporting structures.
- Matching reports to situations.
- 6 reporting types.
 - Investigative reports.
 - Progress and status reports.
 - Periodic reports.
 - Instructional reports.
 - Proposals.
 - Financial reports.
- Reporting templates.

Day 4

The power of visual aids

- Using visual aids.
- Principles for designing visual aids.
- Recognizing different visual aids.
- The role of visual aids.
- Applying principles of design.
- Using images, diagrams, graphs, charts, and tables for impact.
- Integrating visual aids into a report.
- Essential visual aid checklist.

Day 5

Reports that win

- Elements of winning reports.
- Using writing tone effectively.
- Applying scientific tools and methodologies.
- Mastering the 'so what?'
- Building rapport.
- Mastering editing techniques.

UK Training

PARTNER



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



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)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)

UK Training
PARTNER

Blackbird Training Cities

Asia



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)



Blackbird Training Clients



UK Training
PARTNER

Blackbird Training Categories

Management & Admin

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

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 Training
PARTNER

