BLACKBIRD FOR TRAINING

Advance Report Writing & Communication Skills

Barcelona (Spain)

6 - 10 October 2025

Advance Report Writing & Communication Skills

Code: PS28 From: 6 - 10 October 2025 City: Barcelona (Spain) Fees: 4400 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.

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- 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.

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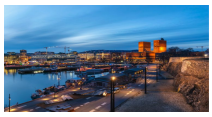
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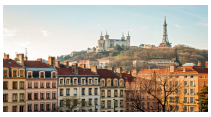
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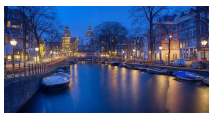
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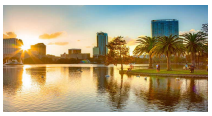
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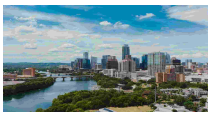
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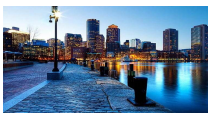
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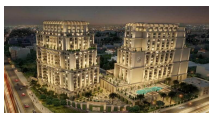
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