

Management, reports and analysis

*Boston, Massachusetts (USA)*

*23 - 27 March 2026*

UK Training

**PARTNER**



## Management, reports and analysis

Code: PS28 From: 23 - 27 March 2026 City: Boston, Massachusetts (USA) Fees: 5700 Pound

### 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.

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The background of the logo is a stylized chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a circular, concentric line pattern.

- 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.
- 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.

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

UK Training  
**PARTNER**

## 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 will help you craft reports that support decision-making processes and increase your professional credibility. Mastering data analysis for business decisions empowers professionals to transform raw information into actionable insights, driving smarter strategies and sustainable growth.

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



## 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)



Podgorica (Montenegro)



Batumi (Georgia)



Salzburg (Austria)



Florence (Italy)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



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)

### 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)  
(Kuwait)



Phuket (Thailand)



Shanghai (China)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut

UK Training  
**PARTNER**



## 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)



## Blackbird Training Clients

 <b>MANNAI CORPORATION</b> MANNAI Trading Company WLL, Qatar	 <b>GAC</b> UNE FILIALE D' EGA Alumina Corporation Guinea	 <b>Booking.com</b> Booking.com Netherlands	 <b>OXFAM</b> Oxfam GB International Organization, Yemen	 <b>Capital Markets Authority</b> Kuwait
 <b>Waltersmith</b> Waltersmith Petroman Oil Limited Nigeria	 <b>QNB</b> Qatar National Bank (QNB), Qatar	 <b>Qatar Foundation</b> Qatar	 <b>AFRICAN UNION ADVISORY BOARD ON CORRUPTION</b> Tanzania	 <b>KFAS</b> KFAS Kuwait
 <b>Reserve Bank of Malawi</b> Malawi	 <b>Central Bank of Nigeria</b> Nigeria	 <b>Ministry of Interior Kingdom of Saudi Arabia</b> KSA	 <b>Mabruk Oil Company</b> Libya	 <b>Saudi Electricity Company</b> KSA
 <b>BPKH</b> Badan Pengelola Keuangan Haji BADAN PENGELOLA KEUANGAN Haji, Indonesia	 <b>NATO Italy</b> Italy	 <b>ENI</b> ENI CORPORATE UNIVERSITY, Italy	 <b>GULF BANK</b> Gulf Bank Kuwait	 <b>General Organization for Social Insurance</b> KSA
 <b>Defence Space Administration</b> Nigeria	 <b>National Industries Group (Holding)</b> Kuwait	 <b>Hamad Medical Corporation</b> Qatar	 <b>USAID</b> Pakistan	 <b>STC</b> STC Solutions, KSA
 <b>North Oil Company</b> North Oil company,	 <b>EKO Electricity</b> EKO Electricity	 <b>OMAN BROADBAND</b> Oman Broadband	 <b>UNITED NATIONS</b> UN.	 <b>Authority for Electricity Regulation, Oman</b> Authority for

UK Training  
**PARTNER**

## 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 Training  
**PARTNER**

