

Developing the Skills of Preparing and Writing Reports,  
Meeting Minutes, and E-mail

*Accra (Ghana)*

*15 - 19 June 2026*

UK Training

**PARTNER**



## Developing the Skills of Preparing and Writing Reports, Meeting Minutes, and E-mail

Code: PS32 From: 15 - 19 June 2026 City: Accra (Ghana) Fees: 4200 Pound

### Introduction

In any industry or professional role, communication is a fundamental skill, and among its many forms, written communication is particularly essential. Whether drafting reports, preparing meeting minutes, or composing emails, possessing good report writing skills, effective email communication skills, and the ability to write professional meeting minutes can significantly impact career success and corporate reputation.

This report writing skills course is designed to help professionals develop writing and reporting skills that enhance workplace efficiency and professionalism. Through a blend of management science, organizational psychology, emotional intelligence, and cutting-edge AI tools, this program offers business communication solutions that refine business communication skills for the modern workplace.

Whether you are looking to improve technical report writing skills, master effective email communication, or learn how to prepare minutes of meetings with accuracy and professionalism, this course provides the essential training to elevate your written communication abilities.

### Course Objectives

By the end of this report writing skills training, participants will:

- Develop professional report writing skills and structure reports effectively.
- Learn how to improve report writing skills for clarity, coherence, and impact.
- Master effective email communication tips for professional and persuasive messaging.
- Apply business communication skills to enhance workplace interactions.
- Utilize psychological principles to make written communication more engaging.
- Implement digital tools and AI-enhanced techniques for professional report writing.
- Learn how to prepare minutes of meetings with precision and efficiency.
- Overcome communication barriers and eliminate common writing mistakes.

### Course Outlines

#### Day 1: Effective Written Communication - Your Path to Excellence

- Understanding what are report writing skills and their impact on professional success.
- Exploring the modern model of effective written communication in business.
- Choosing the right communication method for different professional scenarios.
- Characteristics of good report writing skills and how to develop them.
- Identifying and overcoming obstacles to effective written communication.

#### Day 2: Positive, Persuasive, Reader-Focused Writing

The logo for UK Training Partner features the text 'UK Training' in a smaller, 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, and a pawn) in gold and silver, set against a background of concentric white circles.

- The principles of reader-focused writing for clarity and engagement.
- Applying verbal intelligence techniques to create persuasive messages.
- Leveraging organizational psychology for impactful business communication.
- Understanding the psychology of first impressions in written communication.
- Integrating emotional intelligence into professional writing.

### Day 3: Professional Email Writing - Mastering Effective Email Communication

- The role of emails in modern business communication.
- Structuring professional emails to enhance effective email communication skills.
- Writing subject lines that attract attention and convey purpose.
- Best practices for effective email communication training and etiquette.
- Managing email overload and improving response efficiency.

### Day 4: Techniques and Skills for Writing Professional Reports

- The importance of professional report writing in business settings.
- Understanding different types of reports and their functions.
- Practical strategies for how to improve report writing skills.
- Utilizing mind mapping and brainstorming for structured technical report writing skills.
- Enhancing reports with tables, charts, and visual elements.

### Day 5: Writing Professional Meeting Minutes

- Understanding how to prepare minutes of meetings with accuracy.
- Different formats of professional meeting minutes and when to use them.
- Best practices for pre-meeting preparation, note-taking, and post-meeting follow-ups.
- Avoiding common mistakes in business communication solutions.
- Creating and refining a reusable meeting minutes template.

## Why Attend This Course? Wins & Losses!

- A structured approach to mastering report writing skills training.
- The ability to apply effective email communication tips in workplace settings.
- Advanced knowledge in business communication skills to enhance career growth.
- Hands-on experience with technical report writing skills and AI-driven tools.
- The confidence to write professional, clear, and persuasive messages.

## Conclusion

This professional report writing course provides a comprehensive training program for professionals seeking to excel in business communication. By integrating technical report writing skills, effective email communication training, and best practices for writing and reporting skills, participants will leave with the ability to communicate clearly, persuasively, and professionally.

If you are looking to enhance report writing skills, write more effective emails, or master meeting minutes preparation, this course is your key to unlocking business communication success.

The logo for UK Training Partner features the text 'UK Training' in a smaller, 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 knight) in gold and silver, set against a white and grey checkered pattern.



Enroll today and take your professional writing skills to the next level!

A graphic of a chessboard with several pieces (a king, a queen, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

UK Training  
**PARTNER**

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://www.blackbird-training.com)

# Blackbird Training Cities

## EUROPE



Malaga (Spain)



Sarajevo (BiH)



Cascais (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)



Salzburg (Austria)



Florence (Italy)



Rotterdam



Bruges (Belgium)



London (UK)



Istanbul (Turkey)



Amsterdam (Netherlands)



Düsseldorf (Germany)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)  
(Switzerland)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



Manchester (UK)



Milan (Italy)

UK Training  
**PARTNER**

## 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)



Malé (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)



Phuket (Thailand)



Shanghai (China)



Abu Dhabi (UAE)



Dammam (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)  
(Indonesia)



Kuwait City (Kuwait)



Seoul (South Korea)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta



UK Training  
**PARTNER**

Amman (Jordan)

UK Training  
**PARTNER**

Head Office: +44 7480 775 526  
Email: [Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)  
Website: [www.blackbird-training.com](http://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)



## Blackbird Training Clients



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)  
Sustainability, ESG & Corporate Responsibility  
Advanced 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