

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

Tokyo (Japan)

8 - 12 September 2025

UK Training

PARTNER



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

Code: PS28 From: 8 - 12 September 2025 City: Tokyo (Japan) Fees: 5700 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

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

UK Training
PARTNER

- 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.

A graphic of a chessboard with several chess pieces, including a king, queen, and pawns, arranged on the board. The pieces are gold and silver.

UK Training
PARTNER



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

UK Training
PARTNER

Head Office: +44 7480 775 526
Email: Sales@blackbird-training.com
Website: www.blackbird-training.com



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)



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



MANNAI Trading
Company WLL,
Qatar



Alumina Corporation
Guinea



Booking.com
Netherlands



Oxfam GB International
Organization,
Yemen



Capital Markets
Authority,
Kuwait



Waltersmith Petroman Oil Limited
Nigeria



Qatar National Bank
(QNB),
Qatar



Qatar Foundation,
Qatar



AFRICAN UNION ADVISORY
BOARD ON CORRUPTION,
Tanzania



KFAS
Kuwait



Reserve Bank of
Malawi,
Malawi



Central Bank of Nigeria
Nigeria



Ministry of Interior
Kingdom of Saudi Arabia
KSA



Mabruk Oil Company
Libya



Saudi Electricity
Company,
KSA



BADAN PENGELOLA
KEUANGAN Haji,
Indonesia



NATO
Italy



ENI CORPORATE
UNIVERSITY,
Italy



Gulf Bank
Kuwait



المؤسسة العامة للتأمينات الاجتماعية
General Organization for Social Insurance
KSA



Defence Space Administration
Nigeria



National Industries
Group (Holding),
Kuwait



Hamad Medical
Corporation,
Qatar



USAID
Pakistan



STC Solutions,
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS
UN.



هيئة تنظيم الكهرباء - عمان
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

