BLACKBIRD FOR TRAINING

Report writing and Microsoft skills

9 – 13 May 2027
Online



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Introduction

A technical report is more than just a simple presentation of facts. Effective reporting can guide individuals toward the desired course of action and lead to informed decision-making. This course covers a variety of report types and focuses on mastering the structure of a report from inception to completion. We will learn how to write reports tailored to specific audiences with a clear sense of purpose. Additionally, the course will include practical assistance with tools such as Microsoft Excel and Word to enhance your reporting skills.

Course Objectives

By the end of this course, participants will be able to:

- Write targeted practical and technical reports that meet the needs of the reader.
- Understand and apply various report types and templates for different reporting purposes.
- Extract reliable information by conducting effective research and analysis.
- Make well-informed recommendations to those in positions to provide support.
- Apply Microsoft Excel and Word skills to enhance report quality.
- Master the professional formatting and structure required for reports and emails.

Course Outlines

Day 1: The Report Writing Process

- An overview of report writing and its importance.
- Five easy steps to writing effective reports.
- Understanding the audience and writing for their needs.
- Clarifying the purpose of the report before starting.
- Planning layout and style for a professional look.
- Using foundational writing tools for clarity.
- Writing with professionalism: candid vs. impressive writing.



Day 2: Building Reports

- The essential tools for constructing a well-organized report.
- How to arrange the various sections of a report.
- Writing engaging introductions that grab attention.
- Conducting research and analysis effectively.
- Presenting results in a clear and concise manner.
- Unbiased extraction of information.
- Methodologies for efficient information derivation.
- Putting it all together: creating a coherent and logical report.
- Incorporating storytelling elements to enhance report delivery.

Day 3: Report Types and Templates

- Learn about different report structures.
- Matching the right report type to specific cases.
- Explore six major types of reports: investigative reports, progress reports, status reports, periodic reports, indicative reports, and financial reports.
- Utilizing report templates for consistency and efficiency.

Day 4: Microsoft Excel and Word Skills

- Importing data from external sources into your reports.
- Searching for data within workbooks efficiently.
- Formatting worksheets and workbooks for clarity.
- Using professional templates available in MS Word and Excel.
- Navigating documents quickly: searching text and inserting hyperlinks.
- Applying professional formatting to enhance report presentation.

Day 5: Writing and Formatting Emails

- Overview of email writing and formatting.
- Five easy steps to crafting an effective email.
- Understanding the audience when writing emails.
- Clarifying the purpose of your email communication.
- Planning layout and style for email correspondence.
- Using basic writing tools to compose professional emails.



Why Attend This Course: Wins & Losses!

- Learn best practices in report writing to create impactful and informative reports.
- Master the structure and formatting of both technical and practical reports.
- Gain proficiency in using Microsoft Excel and Word to create polished reports.
- Improve your ability to write reports tailored to your audience's needs.
- Understand how to use templates for various types of reports for greater efficiency.
- Learn how to write polished police reports and other specialized documents.

Conclusion

Writing effective reports is an essential skill that requires the use of various tools and techniques to convey information clearly. This course will equip you with the necessary knowledge and skills to create technical and practical reports with a professional edge. You'll be proficient in using Microsoft Excel and Word, applying best practices in report writing, and understanding how to tailor reports for specific audiences. Additionally, you will gain insight into writing specialized reports, such as police reports, and learn how to organize and format them effectively.

Don’t miss out on the opportunity to enhance your report writing skills and gain a competitive advantage in your professional field.

