



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Report Writing for Results

Who is it for ?

Anyone who is required to write effective reports as this workshop is designed to enable participants to gather information for and write and present reports in an effective and readable style.

What is it about and what will it do ?

Delegates will learn how to use write reports that produce to improve their performance and gain lasting commitment to personal and business objectives.

Typical Objectives

- Identified how to plan a report and structure it in a logical way.
- Understood and discussed the needs and requirements of the receiver.
- Written a piece of work clearly and concisely avoiding jargon and ambiguity.
- Understood the importance of presentation.

Indicative Outline Content

- **Introductory exercise**
- **Establishing Report Objectives**
- **Planning a report**
- **Compiling & organising material**
- **ABC : Accuracy, Brevity & Clarity**
- **Punctuation**

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