

Report Writing

Become expert at drafting impeccably accurate, concise, yet informative reports

If the prospect of writing a report paralyses you with fear, then relax – you’ve come to the right place to discover how to take the stress out of report writing. Our one-day workshop provides a step-by-step guide to structuring and writing reports. It will also help you develop the confidence and skills needed to influence your readers and give them the information they need to make decisions.

During the day you will learn how to:

- Establish clear objectives for a report
- Plan the preparation stages for the report
- Tailor your writing to your readers’ needs and expectations
- Establish the right style and presentation for your reports
- Follow and/or adapt a recognised and helpful report structure
- Distinguish between facts, conclusions and recommendations
- Use an accurate, clear and brief writing style - following plain English guidelines

In addition to working in pairs and small groups on a range of exercises, there will be opportunities for individual attention should it be required. You will also be invited to bring an example of your own writing for review by the trainer and the group.

With critical financial and business decisions often resting on the quality of information provided in reports of all kinds, it is more important than ever that any report you write is clear and informative. This workshop will equip you to do exactly that.

The cost of the course includes all refreshments, as well as a hot à la carte lunch. You will also receive a certificate of attendance and a complete pack of course materials.

Our Philosophy

Courses and workshops from Indiquo are designed to engage and entertain, as well as inform – that’s how we can promise to make what can seem to be the duller of subjects interesting. Our trainers have real-world experience at all levels of the organisation, so they speak your language and understand your issues and problems. And because they have ‘been there and done that’, they know how to get straight to the heart of every subject.

Our trainers ensure they keep right up to date with cultural and procedural changes in office life by engaging closely with course participants and building relationships with workshop attendees that endure long after the courses are over.