

# REPORT WRITING TRAINING



**Length: 1 Day (8:30 – 16:30)**

## ABOUT THIS TRAINING

This workshop equips professionals and managers with the skills to write powerful, effective reports - without wasting time. Delegates plan, organise, write and edit documents, which can both represent their organisations and serve as positive decision-making tools in their business processes.

## WHO SHOULD ATTEND

The programme is recommended for all professionals who write reports – it will assist delegates when putting facts, ideas, recommendations and other concepts into a report format.

## WHAT WILL I LEARN?

This course is designed to:

- Give delegates an awareness of, and practice in, the skills which ensure good reports
- Persuade delegates of the effectiveness of user-friendly business English
- Provide you with the tools to help you put complex concepts into writing which can be easily understood
- Help you with planning, structuring, writing and editing reports
- Build your confidence and competence in report writing through practical exercises and on-going trainer feedback

## COURSE OUTLINE

### Module 1: Preparation and planning

- Objectives – setting criteria, standards and direction
- An effective communicator's perspective

### Module 2: Thinking skills

- Applying the mind to the matter: getting thought processes to higher conceptual levels
- Analytical thought – rigorous categorisation and structuring
- Logical, sequential thinking and deductive reasoning
- Creativity: powerful divergent thinking

### Module 3: Reporting

- Preparation of an investigative report
- Preparation of informative and evaluative reports
- Polishing: tone, language, structure, layout factors etc
- Action points, time frames and who is responsible

### Module 4: Business Writing

- English in the global village: clear, understandable language as a business tool
- Understanding good grammar, punctuation and sentence construction
- The importance of editing



# Pricing

## WHAT'S INCLUDED:

- A trainer who is a subject matter expert
- A comprehensive learner guide packed with practical tips (PDF for virtual / printed for face-to-face training)
- Digital certificate of attendance
- Post-training Trainer Report

## WHAT THE CLIENT WILL PROVIDE:

Option1: Virtual Instructor Led Training	Option 2: Face-to-Face Training
<ul style="list-style-type: none"> <li>• Fast, reliable internet connection</li> <li>• Computer / laptop for each participant - capable of using the meeting software (Zoom or Microsoft teams) and fitted with a microphone and camera</li> <li>• Printing facilities - should the delegates wish to print their course material before the training</li> </ul>	<ul style="list-style-type: none"> <li>• The training venue, refreshments, and meals for the delegates and the trainer</li> <li>• All audio-visual equipment: data projector, flipchart/whiteboard and pens</li> <li>• Pen and paper for the delegates</li> <li>• Trainer's air or road travel (@R 3.50 pkm) expenses and accommodation for training further than Johannesburg or Pretoria.</li> </ul>

## PRICING TABLE 1 DAY TRAINING COURSE:

Number of Delegates	Price per delegate for 1 Day Training Course (excl. VAT)	Total cost per group based on the number of people attending (excl. VAT)
4	R 3 255	R 13 020
5	R 2 604	R 13 020
6	R 2 170	R 13 020
7	R 1 901	R 13 307
8	R 1 698	R 13 584
9	R 1 540	R 13 860
10	R 1 416	R 14 160
11	R 1 303	R 14 333
12	R 1 227	R 14 724
13	R 1 154	R 15 002
14	R 1 092	R 15 288
15	R 1 038	R 15 570
16	R 990	R 15 840
17	R 950	R 16 150
18	R 913	R 16 434
19	R 880	R 16 720
20	R 850	R 17 000

\*Terms & Conditions Apply. Prices change depending on number of delegates trained.  
Please request a formal quotation.