

Reporting to Government

Government funding requires recipients to submit progress and final reports for accountability purposes. These are necessary but time consuming. They can also include too much detail which is not required by the funding body and subsequently blurs salient points. This leads to frustration and confidence issues within the funding body.

This program uses the requirements of the specific funding department and examples previously created in your organisation. You will learn to present the right level of information and the best format in which to present it. Completing this program will reduce your preparation time and increase report reliability.

Duration

- One-day face-to-face or
- 2x 3.5 hours live virtual training

Audience

This program is suited for employees who prepare reports to government funding bodies.

Outcomes

Learn how to:

- Interpret funding body reporting requirements regarding focus and depth of detail
- Utilise a visual planning technique to:
 - ensure relevant and convincing content for all criteria
 - create a logical flow
- Present evidence-based narrative for relevant points
- Present and interpret statistics
- Compose tight and easy to read sentences which highlight the main points for the reader
- Reduce your document by eliminating up to 30 per cent of words
- Develop easy to use templates and formatting techniques
- Plan to meet time frames
- Edit the document prior to submission for content and readability.

Reporting to Government Writing group training - using your documents

Where relevant, we will use your organisation's internal formats, templates and style guide.

We will also use anonymised examples of participants' writing in the workshop. With this material the facilitator:

- Assesses their writing ability
- Gains a thorough understanding of the written work they prepare
- Extracts examples for use as training material within the program.

Ask us how we apply this to your organisation.

We deliver our tailored business writing courses across Australia and abroad.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au or start a 'chat' on our website icml.com.au/.

Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

Tailored group training – in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team. Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

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