

Report Writing

Reports can be more than bland representations of facts and figures. We can make them attractive and interesting to read. Discover how to write clean and polished reports that provide just the right amount of information and achieve your team's objectives.

Duration

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

Audience

Because we tailor this program, it is suitable for groups at any level. We customise the content to cover anything from contact reports to executive board-level and ministerial reports.

Outcomes

Learn how to:

- Plan their content
- Build a logical structure
- Write faster
- Communicate key messages
- Achieve more with fewer words
- Make writing easily readable
- Create sound, clear sentences
- Signpost the report through headings
- Utilise an effective layout for reports
- Effectively display facts, figures, tables and graphs
- Apply attractive report formatting.

Report 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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