ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Reports Executives Act On

Reports Executives Act On – performance, status and analytical reports senior leaders read and use.

WHO IT'S FOR

Public servants who write performance, status and analytical reports.

DURATION

3 hours, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan reports around what executives must decide or note
- Lead with performance, insight and recommendation
- Turn data and dashboards into a clear narrative
- Write recurring status reports that stay short and useful
- Present analysis, risks and options in plain English
- Edit reports so senior readers can act on them

ABOUT THIS PROGRAM

Our government report writing training addresses the reports that executives do not use: a long document full of data with no clear message, a monthly status report copied forward from last month, a dashboard that raises questions instead of answering them. Participants learn to plan reports around what executives must decide or note, turn data into a clear story, write recurring reports that stay short and useful, and present analysis, risks and recommendations in plain English. They work on their own reports, so reports that get action follow.

Tailored to your organisation

We work with your reporting templates, performance frameworks and de-identified examples, and the program suits any state, territory or the Commonwealth.

Talk to us about this program

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Enquire online