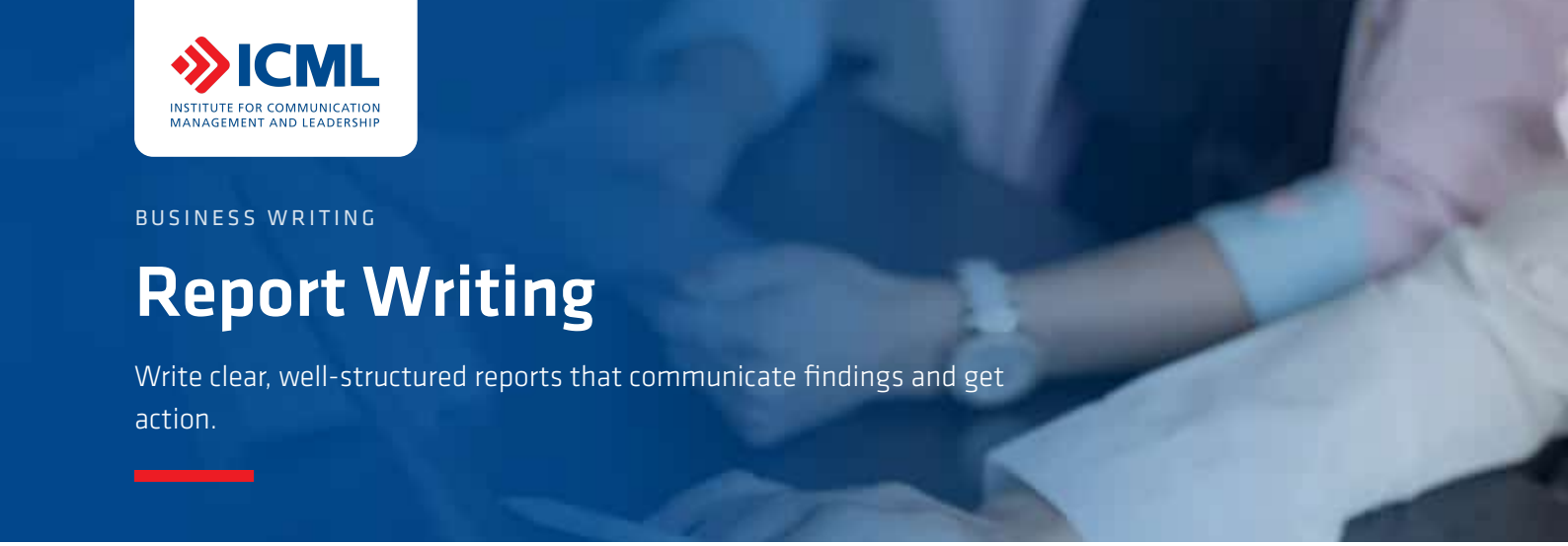

ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP

BUSINESS WRITING

# Report Writing

Write clear, well-structured reports that communicate findings and get action.

### WHO IT'S FOR

Professionals who write reports for managers, executives and clients.

### DURATION

1 day, or tailored to your needs

### FORMAT

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

## PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan a report around its readers and the decision needed
- Structure reports so findings and recommendations lead
- Present evidence, data and options clearly
- Write executive and management reports for senior readers
- Cut length without losing substance
- Review and edit a report for clarity and accuracy

## ABOUT THIS PROGRAM

Our report writing training addresses what goes wrong between the analysis and the page: findings buried on page twelve, recommendations that surprise the reader, a draft that goes through six rounds of edits. Participants learn to plan a report around its reader and decision, structure it so the conclusion comes first, present evidence clearly and edit with discipline. They work on their own report topics, so shorter, clearer reports that get action follow quickly.

### Tailored to your organisation

We work with your report templates, recent reports and reviewers' feedback, so the program fits how decisions are made in your organisation.

**Talk to us about this program**

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Enquire online