

Basic Report Writing

90 min
½ day

'Creating Impact with the Written Word'

Business Scenario	<p>Producing an effective report is a necessary skill when communicating ideas and knowledge to relevant people.</p> <p>This session is aimed at those wishing to produce reports that are well structured, flow logically and look professional.</p>
Your Booster Session	<ul style="list-style-type: none"> ▪ Identify the key stages of report writing ▪ Assimilate and research relevant material ▪ Structure reports in a logical way to aid reading and understanding ▪ Use the ABC writing technique to increase readability
Action Planning - What will You do?	<p>In addition to joining in with discussions and exercises you will gain knowledge of the tools and techniques to help you create an Action Plan for future success.</p>
Flexibility of Delivery	<p>Active Knowledge Bites™ may be delivered pre-course, post-course or stand-alone; designed as motivational, thought provoking sessions for high impact information sharing and supported with relevant exercises, material and Action Planning to apply new ideas back into the workplace.</p> <p>Sessions may be tailored and extended to a half-day course.</p>

*Active Knowledge Bites™
Turning Learning into Action...*

