

SS054:
Report Writing and Formatting

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Training Description:

Different techniques and strategies will be covered on the course that addresses the difficulties of thinking through and writing a report and formatting. It covers the principles of preparing, organizing ideas, writing and editing, formatting and proofreading business reports. There is also focus on how to present data in a reader-friendly and visually appealing manner. The participants will be introduced to a number of ideas and practical skills which will help in presenting logical, accurate and well-reasoned reports which appeal to the readers.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand the documentation triangle
- ✓ Learn how to focus on the needs of the reader
- ✓ Know how to include only what is relevant in a report
- ✓ Develop skills to be more concise when writing
- ✓ Learn strategies to improve the structure and organization of your writing
- ✓ Know the correct format and presentation of reports, graphs and visual aids
- ✓ Analyze the subject matter and choose the key information which will put the message across concisely and clearly

Training Designed for:

The course is for anyone who is responsible for writing and preparing well written reports supporting different aspects of business.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

DAY ONE:

- ❖ Pre-Test
- ❖ Introduction
- ❖ Business Writing
  - The documentation triangle
  - The four stages of writing
  - The art of good writing
    - Clear
    - Concise
    - Formal

- Simple
- Specific

DAY TWO:

❖ Report Writing
- The different types of reports
- The characteristics of reports
- The sections of reports
- The stages of report writing
- Formatting

❖ Researching
- Defining the purpose of the report
- Who is the report being written for?
- Brainstorming the topic
- Determining the scope of the report
- Organising ideas
- Relevance to the reader

DAY THREE:

❖ Planning the Report
- The benefits of a well-structured report
- Choosing how to present the ideas
- How to be convincing
- How to be professional
- Determining tone and style
- Choosing appropriate language

DAY FOUR:

❖ Writing the Report
- The importance of drafting the report
- Sections and sub-sections
- Generic frameworks
- Writing a beginning, middle and an end for your report
- Organising the text down to paragraph level
- Organising the information in chronological manner
- Paragraphs and sentences
- Structuring complex
- Numbering system
- Conclusions and recommendations
- Use of appendices
- The glossary
- How to reference

DAY FIVE:

❖ Presenting the Report
- Graphical Information
  - Data

- Figures
- Tables
- Illustrations

- Report guidelines

❖ Course Conclusion
❖ Post-Test and Evaluation

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:
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