



# SS108: Effective Report Writing Techniques

## Training Description:

A technical report is more than a mere representation of facts pertaining to a situation. An effective report can move people towards taking a desired course of action. Moreover, the quality of a report can influence how its subject matter is perceived by the reader. In this course, we will describe the different types of reports. We will master the structuring and scoping of reports, from conception to completion. We will also learn to write for our specific audience with a tangible sense of purpose. Finally, we will discover a logical approach towards developing visual aids to support our representation of the facts, conclusions and recommendations that comprise the report.

## Training Objectives:

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

- ✓ Write purposeful business and technical reports that meet readers' requirements
- ✓ Utilize different templates and report types to achieve reporting objectives
- ✓ Generate reliable conclusions effectively by researching, analyzing and organizing information
- ✓ Provide evidence-backed recommendations to support management decision making
- ✓ Use visual aids appropriately to support the presentation of information
- ✓ Apply advanced methodologies to make every report a winning report

## Training Designed for:

This course is designed for all those who are required to prepare technical reports (engineers, safety officers, technicians, accountants, managers etc.).

### Target Competencies

- Written communication
- Report writing and structuring
- Structured thinking
- Ability to address complex situations
- Analytical skills
- Ability to generate sound recommendations

## 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:**

- ❖ PRE-TEST
- ❖ The report writing process
  - Report writing overview
  - 5 easy steps to report writing
  - Understanding your audience

- Articulating intended purpose
- Planning content and style
- Employing essential writing building blocks
- Business writing: express or impress?

#### DAY TWO:

##### ❖ Reporting structure

- Structuring tool
- Arranging different sections of a report
- Writing captivating introductions
- Conducting research and analysis
- Delivering evidence-backed findings
- Deriving unbiased conclusions
- Tools and methodologies for deriving recommendations
- Bringing it all together: a cohesive and coherent report
- Story telling elements

#### DAY THREE:

##### ❖ Report types and templates

- Recognizing different reporting structures
- Matching reports to situations
- 6 reporting types
  - Investigative reports
  - Progress and status reports
  - Periodic reports
  - Instructional reports
  - Proposals
  - Financial reports
- Reporting templates

#### DAY FOUR:

##### ❖ The power of visual aids

- Using visual aids
- Principles for designing visual aids
- Recognizing different visual aids
- The role of visual aids
- Applying principles of design
- Using images, diagrams, graphs, charts and tables for impact
- Integrating visual aids into a report
- Essential visual aid checklist

#### DAY FIVE:

##### ❖ Reports that win

- Elements of winning reports
- Using writing tone effectively
- Applying scientific tools and methodologies

- Mastering the 'so what?'
- Building rapport
- Mastering editing techniques
- ❖ **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 01<sup>st</sup> 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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