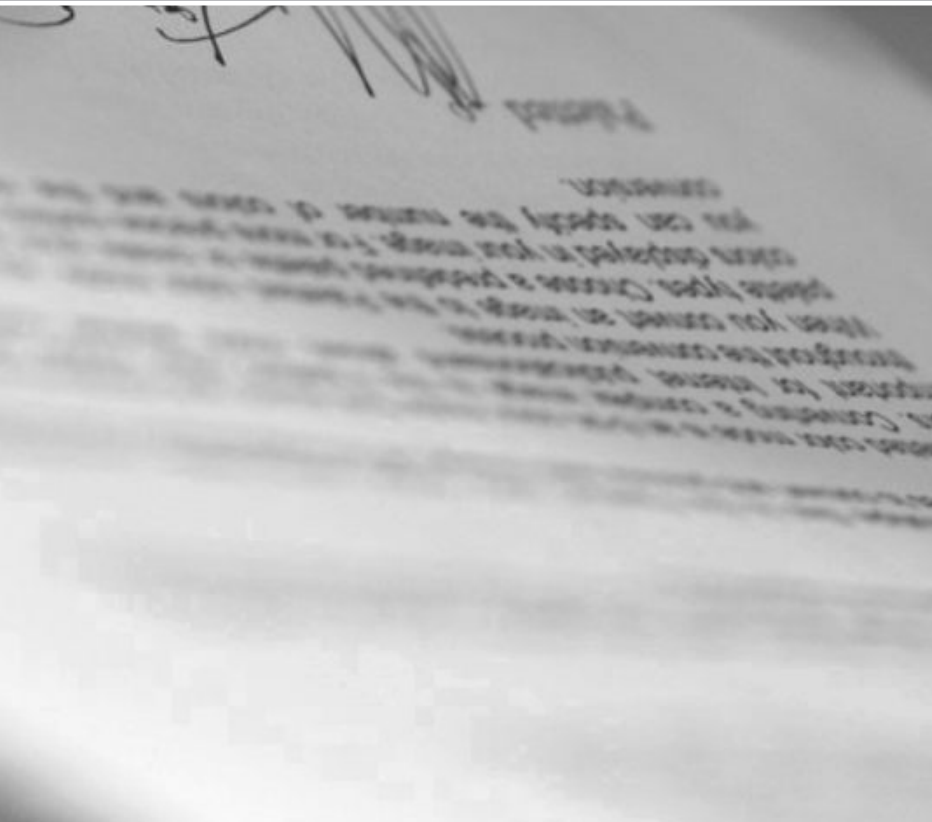


Report Writing Skills

This programme is aimed at people who are required to provide reports on work activities and maintain the relevance and integrity of these reports in any work environment.

The following areas are covered during this programme:

- Understanding the concept of report writing
- Planning a report
- Collecting and analysing information for writing a report
- Structuring a report
- Writing a report
- Presenting a report
- Follow-up and management of a report



COURSE DURATION: 2 DAYS



About the course

SETQAA Accreditation
Services SETA - Decision Number 2072
NQF Level: 4
Credits: 8

Target Audience

The target audience would typically consist of senior and middle managers, supervisors, PA's, secretaries and administrative personnel or any person interested in knowledge and skills in the area of report writing.

Training Methodology

The methodology is based on interactive training ie: learners will learn by doing. Practical examples will be utilised throughout, thus ensuring that the learning is anchored at the workplace. As with all Quintica training programmes, we strive to effect actual change back at the workplace through effective practical outcomes based training.

Course Outline

This 2 day course will cover the following Modules:

Module 1: Introduction to the art of report writing:

- What makes a good report?
- Different types of reports
- Report writing at work
- Working with attitudes towards report writing

Module 2: Planning your report:

- Defining the reports purpose or aim
- Developing report objectives
- Asking the right questions

Module 3: Collecting and analysing information:

- Factors to consider when collecting information
- Logically organising information
- Analysing and segmenting collected information

Module 4: structuring your report:

- Creating a basic report structure
- Designing a report that will lead the reader
- Dividing material
- Understanding the readers aim
- Expressing yourself through good structure

Module 5: Writing the report:

- The psychology of persuasion
- The style and mechanics of plain English
- Phrasing and sentences

Module 6: Presenting and follow up:

- First impression
- Layout
- Appendices
- Using charts

Bookings and Enquiries

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