



Webinar Events
live & interactive

GBC learning



Report Writing

Delivered as: Interactive Workshop or Tutor-led Webinar

Live and interactive with exercises, discussion and actions to take away

Suitable for: Anyone, at any level, who wants to produce clear and compelling reports that will influence decision-making and initiate action. Different formats, styles and content are explored and techniques shared that will make report-writing easier, more efficient, and more effective.

By the end of the course you will be able to:

- Plan your reports to achieve your desired result
- Choose the best structure and content sequence
- Evaluate and prioritise your content
- Handle data and figures confidently and effectively
- Express yourself persuasively using clear language
- Set the right 'tone' for the situation and subject
- Increase your confidence in grammar and punctuation
- Check and edit your own writing

Introduction & Getting Started

- What reports are you writing or expect to write?
- What specifically would you like to achieve today?

Writing to communicate – some Important Guidelines

- How we choose and consume information
- Paragraphs and sentences
- Increasing and using your vocabulary
- Choosing the right style and 'tone of voice'
- Matching your language with your audience
- Common Do's and Don'ts!

Thinking about your Reader

- Who are they? What do they want from you?
- How much do they already know?
- What is your precise objective?
- Structure and emphasis - how we all read reports

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Planning your Report

- Planning your structure, content sequence and flow
- How do you arrange your information for maximum impact?
- Using numbers and data to support your message
- Visuals to reinforce your report
- Maintaining relevance – adding value to your information

The POWER Method of Effective Writing

- Prepare
- Organise
- Write
- Examine
- Revise
- Making sure your document says what you mean it to say
- How to revise and produce a final draft

Creating your Report

- Checking structure and reader navigation
- Objectives for each section of your report
- Writing the Introduction
- Writing the Executive Summary
- How will your report be delivered and read?

Action Plan

- Recap key learning points
- How to keep it up and develop back at work

Other Topics to Supercharge Your Career and Relieve Stress:

- Managing People Effectively Level 1
- Managing People Effectively Level 2
- Effective Business Communication
- Self-Esteem and Assertiveness

For more information or to book please call **020 7256 6668, Option 2** or email info@gbclearning.co.uk