

Report Writing

To get the most out of this course we recommend bringing along your own reports to use in activities.

Duration

1 day

Reports are a valuable tool to keep stakeholders informed, support the decision-making process and demonstrate that your project is progressing as expected. When written in a concise and relevant way, they also serve to instil confidence so any potential concerns highlighted are clearly understood and the appropriate actions can be taken.

By learning how to adopt a reader-centric approach, this course will provide you with the written communication skills to develop your message in a concise way, reducing questions, and when required motivating action by clearly articulating potential problems and mitigation strategies.

Topics covered

- Different types of reports
- Best practice checklist
- Understanding your audience to deliver key messages effectively
- What to include ... what not to include
- Using images and graphics to add impact
- Planning to write
- Writing the project summary
- Issues vs risks
- Communicating issues, risks and actions
- Composition and structure
- Writing in active voice
- Editing and proof reading

