Writing Reports and Proposals

2 Full Days

9:00am – 4:00pm

Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enquire online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
- Professional Development
- Room & Equipment Hire
- Training Needs Analysis

Delivery Modes:

- Scheduled Courses
- In-House & On-Site
- Instructor-Led Online Training
- Customised Courses

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MOTV04

Duration:

2 Full Days

Who should attend:

This two-day workshop is intended to help you do the writing your job demands. If you are a manager at any level in business, government, or industry, you must write reports. Whether you want to or not, you write to explain things, to smooth relationships and to convince others of the value of some course of action. Writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. The workshop will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

Topics Covered (Content can be customized):

- Clear, concise, complete, correct
- Constructing paragraphs
- Readability index
- The four stages of report writing
- Planning reports: PAFEO
- Editing and revising
- Direct vs. indirect approach
- Organisational strategies
- Headings and subheadings
- Tables and graphs
- Format for reports
- Reports vs. proposals
- Steps in the persuasion process

Learning Outcomes & Benefits

- Learn the value of good written reports as a communication tool
- Develop paragraphs that introduce, connect, develop and conclude some part of an idea
- Recognise an appropriate and professional format
- Use headings and subheadings as signposts
- Prepare reports and proposals that inform, persuade, and provide information
- Proofread your work so you can feel confident it is clear, concise, complete and correct
- Apply these skills in real work applications