



Writing Reports Skills

05 to 19 July 2010 / Kuala Lumpur, Malaysia

OVERVIEW

Writing reports is an essential part of how we make decisions and communicate strategy within our organizations, from a line management level all the way through to Board level. Writing clear, concise and useful reports is one of the most effective ways of influencing and persuading from within a company, primarily because the ideas within a report remain on record. As a result, being able to write well is fundamental both to your own career development and to knowledge management within all successful organizations.

OBJECTIVES

- Apply the business writing methodology to reports
- Set the key objectives for business documents
- Analyze the self-interests of your audience
- Plan the structure according to your analysis
- Outline and review the structure in advance
- Write in a persuasive style for your audience
- Publish documents to meet audience expectations.

WHO SHOULD ATTEND

This comprehensive course is ideal for experienced report writers who write business reports, particularly those who wish either to consolidate their existing writing skills, or to take those skills to another level of mastery.

COURSE PROGRAM

- Apply the business writing methodology to reports
- Set the key objectives for business documents
- Analyze the self-interests of your audience
- Plan the structure according to your analysis
- Outline and review the structure in advance
- Write in a persuasive style for your audience
- Publish documents to meet audience expectations.
- Applying the report writing methodology to your own work and to those in your team who you lead or manage
- Setting the key objectives for all business documents and linking those objectives to team or management projects
- Analyzing the audience and tailoring the content of the report accordingly
- Planning the structure of the report according to the needs of the audience
- Outlining and reviewing the content in advance as part of a team or management Project
- Building a persuasive argument for your audience in writing
- Using the structure of language to your advantage in writing
- Developing a persuasive business writing style for your audience
- Applying the discipline of rewriting to your own work and that of others
- Editing your own writing and that of others to professional standards
- Preparing business documents for presentation on paper.

Note: To confirm your registration kindly complete the form below and send to us by fax or email.



Creative Regional Consultant and Training

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Email us: info@creative-seminars.com / hr@creative-seminars.com

Website: www.creative-seminars.com

Code: CI30A

I want to register

I want to receive more details

Course Title: Writing Reports Skills

Course Date: 05 to 19 July 2010

Place: Kualalumpur, Malaysia

Course Language: English Training Fees: US\$ 5,250.00 (five thousand two hundred fifty US dollars)

Full Name(Mr. / Ms.): _____

Position: _____

Company: _____

City: _____

Country: _____

P.O Box: _____

Email: _____

Telephone No: _____

Fax No: _____

Complete the form and submit by email or fax it to: +97142944372

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