

Writing better reports

A one day workshop for up to 16 people

Well-written reports deliver information that is concise and clear, easily understood and helpful to decision makers. This course will build on your skills to help you write better reports, applying what you have learned directly to the work you are doing.

What you will learn

- How to identify key messages and use them to create a logical structure
- The importance of thinking and planning before you write
- To identify and use the right tone and style for your audience
- How to use plain English well and to be relentlessly clear in what you say.
- Tips for summarising
- How to use graphs, tables and charts well

It is helpful for participants to bring a recent report to reflect on throughout the day. Applying what you learn directly to this example will help you feel confident about putting your new skills to use.

Who should attend

Anyone who wants to improve their report writing skills, including leaders, managers and team leaders.

This session can be tailored to your organisation's reporting style and formats as well as the needs and experience of the people attending.

Our trainer

Caroline Oubridge believes strongly in straightforward communication. She spent three years making community programmes for BBC local radio before working in press and communications for national charities for over 15 years. Caroline also has an MA in Information and Library Studies. She always delivers training that is informative, enjoyable and practical.

If you want to talk about any of our work and how we might be able to support you, please get in touch by email or give us a call. There is more information about what we do at www.causewayconsulting.uk.com

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