

THE IN-HOUSE TRAINING COMPANY

Report writing

Overview

This very practical session is designed to enable participants to improve the impact, clarity and accuracy of their reports. It focuses equally on the two key areas – structure and writing technique.

Learning objectives

This course will help participants:

- Scope reports based on objective and intended readership
- Write a structured report
- Use the Fog Index to ensure readability
- Write grammatically correct and well-punctuated text
- Review and edit their work.

Who should attend?

This practical course is suitable for anyone responsible for report writing – whether that's routine internal documents, reports for clients or stakeholders (eg. elected officials).

Course format

A very practical, interactive 3-hour virtual session, usually delivered via Zoom or Teams.

There is a small amount of pre-work and participants will need to bring a 'live' report to work on in the session.

Full workbooks are supplied, and these will be circulated prior to the event.

Expert trainer

Miranda has more than twenty years' experience as an independent learning and development consultant and trainer.

She started her career working within the Management Development Unit of the Printing and Publishing Industry Training Board, moving on to a role in the Probation Office's learning and development team before leaping across into financial services, where she was responsible for the Learning and Development of a major high street lender. In 1992 she started her own learning and development consultancy. Working with a range of clients – public sector, private sector and VCSE – Miranda's

expertise is in helping organisations to identify learning gaps, and to develop tailored, creative and relevant strategies for meeting these needs with a view to helping organisations to meet their objectives.

In addition to her professional role, Miranda is also very involved in local community development activities. She is Chair of a local homelessness charity and has been instrumental in developing and facilitating community leadership programmes in both Bedfordshire and Hertfordshire.

See what programme participants have said about Miranda's training:

'Superb. Clear, warm, engaging – and very well informed.'

'Engaging and pitched very appropriately for the audience today.'

'Great.'

'Lively, focused, keeps it interesting.'

'Very funny and enthusiastic.'

'Excellent presentation style.'

'Super.'

'Excellent.'

'FAB!'

'A lot of fun.'

'Miranda is very engaging, warm and welcoming, great trainer.'

'She is absolutely lovely!'

'Very bubbly manner and clearly deeply knowledgeable about her subject.'

'Very personable and engaging.'

Workshop outline

1 Introduction

- Objectives and overview
- Introductions and personal aims

2 What makes a good report?

- Practical activity and feedback

3 Before you start

- The planning process and scoping a report
- Organising information
- Key report headings
- What goes where?
- Writing practice and review

4 Writing tips and techniques

- Clear English and use of language
- Grammar and sentence structure
- Refresher in punctuation
- Writing in the third person
- The Fog Index – and how to measure readability

5 Pulling it all together

- Reviewing and proofing

6 Review

- Summary of key learning points
- Action planning

Any questions?

Please just give us a call on **01582 463463** – we're here to help!

Or visit www.theinhousetrainingcompany.com