



Report Writing Skills Training Course

About this Course

Report Writing Skills Training Course

Do you want to know how to put together a well-structured report that is easy to read and covers all of the key points?

Our Report Writing Skills Training Course will provide you with a toolkit to improve your business report writing skills. We will show you how to put together a well-structured report by showing you how to plan the report, adapt it for your audience, build the report around a structure and how to bring it to a successful close.

This Report Writing Skills training course is delivered as a scheduled open online training course or in-house just for your business.

We deliver the course as a face to face course and a live virtual online course.

Aims & Objectives

Here is what you will learn on our report writing skills training course

Course Aim

This report writing skills training course will provide you with a toolkit to improve your business report writing skills. It focuses on the key elements of writing and presenting business reports such as Preparation, structure, writing and presenting.

We look at how to plan reports and what you want people to get from it; how to compose and structure reports, and how to present the information clearly.

Course Objectives

By attending this Report Writing Skills Training Course you will be able to:

- Create a basic report outline
- Organise the key points and support them with relevant facts
- Write some rough draft notes and check existing reports against the overall structure
- Choose appropriate visuals such as charts, graphs, and tables to present figures
- Write an effective conclusion
- Write an executive summary that highlights the report's main ideas
- Professionally present the report

Course Content

Here is what we cover in our report writing skills training course

Preparing the Report

- Defining the purpose
- Setting the Objectives
- Investigate the topic
- Thinking about the reader

Report Sections

- Title or title page
- Contents
- Executive Summary
- Introduction
- Discussions/Body/Investigation
- Summary & Conclusions
- Recommendations

Layout

- Numbering Sections and figures
- Diagrams, graphs and tables
- Headings

Proof-reading

- Originality & Plagiarism
- Business English
- Punctuation
- Grammar

Presenting the Report

- How to talk through the report
- Use persuasive language
- Get buy-in to the ideas you are presenting

Delivery Options

How we deliver our report writing skills training course



Open Training Course

Delivered online as a scheduled open training course

£215.00 + VAT / €239.00

Price per delegate.



In-House

Delivered at your business location or a location of your choice anywhere in the UK, Ireland, across Europe or online.

We can adapt the course content to meet your specific needs and those of your team.

Contact us for a quote.

Open Training Course

Attend our scheduled online training course

We deliver our report writing skills training course as an online scheduled open training course.

Perfect for when there is just you, one of your colleagues or a small group of you that would like to attend the course.

Our scheduled courses run on a regular basis and are delivered via Zoom.

You will find them just as engaging and interactive as our in-person training course.

See the course page on our website for more details and the course schedule.

In-House Delivery

Train your team. Train your entire company.

We can deliver our report writing skills training course just for your team or organisation.

1

Start with an off-the shelf course

We'll use the content in the overview as a starting point

2

Understanding your needs

We'll work with you to agree what outcomes you want from the course

3

Making it yours

We will shape the content to ensure the course meets your requirements

4

Delivering the skills

We then deliver the course that we've agreed either in-person or online

Make it even more bespoke

We can completely redesign the course to meet your needs. Just tell us what you need, and we can put a no obligation proposal together for you.

Online Training Course

Fun, engaging and interactive – delivered online

Our report writing skills course can be delivered as a virtual online course.

The same great content reimagined for the online environment.

- ✓ Our open training courses are delivered using Zoom
- ✓ When delivered in-house, we can use the platform you are most comfortable with
- ✓ Re-designed sessions to allow for interactivity and engagement in the online environment
- ✓ The same fun, engaging and down to earth approach
- ✓ Join your course from anywhere

About Us

A bit about who we are and what we do



We are Revolution Learning and Development

We are a leading learning and development consultancy based in the UK. We provide our services across the UK, Ireland and Europe.

- ✓ We deliver fun, engaging and down to earth training courses in-person and online
- ✓ Over 20 years of training experience
- ✓ Incredibly cost effective and a real focus on return on investment
- ✓ 92% of our clients rebook us for further training and development
- ✓ Flexible training and development solutions

Let's Talk

We are here to help



REVOLUTION

- LEARNING & DEVELOPMENT -

If you have any questions about our report writing skills course or would like a quote for an in-house course, then just get in touch.

Call Us:

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ROI: 015549779

Email Us:

hello@revolutionlearning.com

Visit Us:

UK: <https://www.revolutionlearning.co.uk>

ROI: <https://www.revolutionlearning.ie>

EU: <https://www.revolutionlearning.com>