

Duration: 1 Day

Venue: Cardiff

Book Today

Are you Structuring your Reports Correctly?

Overview

This course will provide you with a fundamental grasp of how to write clear, well structured reports. It will identify a time-efficient process and logical report structure to equip you with the building blocks to construct sound business (and less formal) reports. You will be given the opportunity to practise the techniques you learn.

You are asked to bring along examples of reports.

Who should attend

This course has been popular with managers, marketing executives, administrators and personal assistants. This course has attracted delegates from across both private and public sector organisations and is one of our most popular courses.

What's Next

Minute Taking

Content

- A time efficient drafting process
- Who will receive the report?
What is their understanding/need?
- Building the right structure
- Keeping it simple
- Practice in drafting a report
- Sharing of, and feedback on, drafts
- Planning post-workshop development activity

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