professional development

Report Writing Training Course

In-Company Training (1 Day)

Practical Skills

Tailored Workshop

in-company for teams

Contents

About This Course

**Report Writing - Simple Yet Effective Techniques**

Our Report Writing Skills course is designed for in-house training where there is a specific need to create structured and detailed reports.

There may be a number of reasons you need report writing training across your team. For example, you may have a need to implement a consistent format and process for creating reports, or have a goal of maintaining a professional standard of report writing within a company.

Our 1-day workshop is the ideal strategy for achieveing both of these goals. This brochure outlines the process and benefits of choosing an in-house Report Writing Skills course for your team.

A Tailored, In-Company Format

This course is only available for in-company training. With an in-company style, we come to your location or deliver training online exclusively to your team.
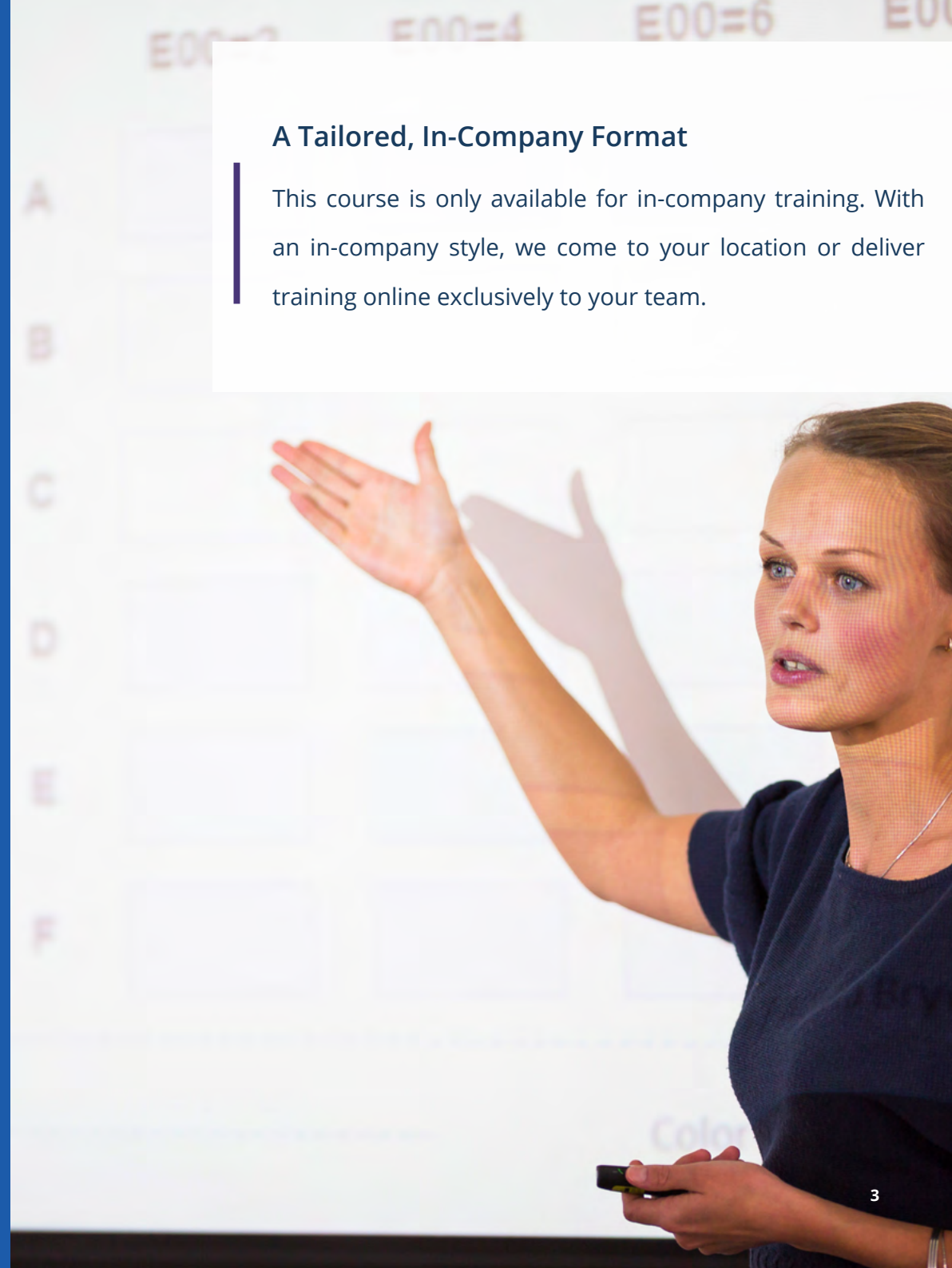
Delivery Style

We run this Report Writing Course for in-company (often called "in-house" or "on-site") training.

This means that we deliver training exclusively to your team on a date you choose.

There are many benefits to choosing an in-company style of delivery.

How In-Company Training Works

When you get in touch with us about in-company training - either by phone or by requesting a quotation using the button on this page - our expert training consultants will work with you to find the best training solution for your needs.

We will create a programme that addresses the issues and goals at the top of your list, and choose a training delivery method and dates that suits you best.

Why In-Company?

- **Tailored for Your Team -** While still adhering to the course syllabus, we can take your business and any challenges you are facing into account when delivering the course. We will make the training delivery relevant to your team.

- **You Choose the Delivery Style -** We can deliver this training as an in-person, classroom style course (where we come to your location), or by live, virtual classroom training (learn more on the next page).

- **Flexibility -** In-company training gives you the ability to schedule training at a time that works best for your schedule. It removes the inconvenience of having to take someone out of their role for training at a busy time.

Get a Quote

Delivery Style: Live Virtual Training

Virtual training enables participants to connect to live, trainer-led sessions from wherever they are located.

It's easy to connect and they will gain the benefits of a classroom style of training while enjoying the convenience of learning at home.

How Virtual Training Works

In advance of training, we will send each participant the information and link they need to join the training.

To connect with our live training, participants will need a steady internet connection and a device with a web-camera, speakers, and microphone. Most home internet connections work perfectly for live virtual training. These days, almost all smartphones, computers, and tablets have built-in web cameras, speakers, and microphones.

Our training consultants will make sure everyone has guidelines on how to get connected. It's an easy, user-friendly process.

Why Virtual?

Learn from Home - This is an ideal solution for teams that work remotely. They can connect with real-time training sessions from wherever They are currently based.

Delivered by Experts - By choosing our live virtual training, your team will learn from subject matter experts. They will also benefit from the ability to ask questions and gain advice from our trainers.

Group Training - This style of training enables participants to interact virtually with their team. Via our online platform, they will be able to take part in group discussions and exercises without leaving home.

Focused Learning Environment - One of the key advantages of an in-person classroom style training is the focused learning environment. Live, trainer-led virtual training also provides this high-impact format.

Ask a Question	Get a Quote

What Are The Benefits?

Report Writing Skills Focused on Your Company's Needs

We tailor every in-company programme we run, meaning that the course content is focused around the needs, goals and challenges of each company. When designing a report writing skills programme for your team, we'll look at the information you need in every report, and the most effective way it can be conveyed.

A Structured Process Across All Team Members

When you run an in-company training day, everyone gains the same skills and understands the same processes. This helps to eliminate variation in the report writing process, and any confusion that might arise. It also helps your team to create accurate reports faster.

A Time and Cost Saving Training Solution

In-company training is the fastest, least disruptive way to deliver training to your entire team. We come to your venue, eliminating travel costs and time for the participants. It also works out as a more cost-effective method of training if you have several participants.

Learn More

Ask A Question

Is It Right for Your Team?

Who attends this Report Writing Course?

How you compile reports, emails and letters is a reflection of both you and your organisation.

Completing this workshop will give your team best-practice guidelines, and provide a structured approach for creating any business document.

- No previous experience is needed

- Suitable for all industries

- Excellent refresher workshop for those with experience in report writing

Who delivers this course?

Our trainers are all certified training professionals with a wealth of hands-on experience in varied business areas.

How is this course delivered?

We blend active learning with theory to give you an engaging learning environment. Over the course of the workshop, we have discussions, practical activities and exercises.

Course Content

1 **Planning**

- Planning your report

- What do you want to communicate?

- What are your objectives?

- Visualise your reader

2 **Structuring Your Document**

- The "ABC" of all good business writing: Accuracy, Brevity and Clarity

- 3 steps to good writing:
  » **Goal:** what do you want to achieve?
  » **Create:** draft your report
  » **Edit:** check your report

- Powerful opening statements

- Logic and sequence

- Effective closing statements

- The cause and effect of clear thinking

3 **Avoiding Pitfalls**

- Avoiding jargon and clichés

- Phrases to avoid

- Commonly confused words

- Mistakes to avoid

- Punctuation - the hidden key

4 **Action Plans**

- What are you going to do in order to create better business reports?

Tailored for Your Needs

This is an example of our standard Report Writing workshop content.

When we deliver this course as an in-company training programme, we will discuss your challenges and priorities in advance of the training.

Get a Quote

3 Ways to Get Started

Talk to Us

You can reach us by phone on Freephone 1800 910 810, or 01 861 0700 (mon - thurs, 9.00am - 5.30pm, fri, 9.00am - 5.00pm).

We will be happy to answer any questions you have and advise on the best option for your team's report writing training.

Freephone 1800 910 810

Get a Tailored Quotation

Click the button below to request a tailored quotation for your report writing training

We will be in touch with a detailed quotation fitting your team's requirements.

Get a Quote

Ask A Question Online

If you would prefer to contact us online, request a phonecall, or to get in touch outside of office hours, using the "Ask a Question" button below is the best option.

We will respond with the information you need.

Ask a Question

About Us

Professional Development - 34 Years of Innovation and Excellence

We believe that the key to a thriving and rewarding career is continuous professional development.

For over 34 years, Professional Development has led the way in providing practical, innovative courses leading to relevant and respected certifications.

We specialise in delivering training for core business skills including project management, agile, scrum, lean six sigma, management, communications, sales, it service management, and training design and delivery skills.

Our courses are designed to expand your skills, & enhance your career potential

Our Courses

Our courses are a balanced blend of both theoretical learning and practical application. This focused learning environment optimises the impact of training.

Our Clients

We provide training for Ireland's leading brands, working with companies of all sizes in every industry. We also provide training for non-corporate organisations.

Our Team

Our trainers are chosen for their engaging manner and expertise in a chosen field. They bring a wealth of experience to each programme they deliver.

Our Certifications

In many sectors, international certification is now essential. We provide many options for globally recognised certification in each subject area.

Stay Connected

Contact Us

―――――

Head Office

Suite 11, Plaza 256,

Blanchardstown Corporate Park 2,

Ballycoolin, Dublin 15, D15 T934

Freephone   1800 910 810

Dublin   01 861 0700

ask-us@professionaldevelopment.ie

www.professionaldevelopment.ie

Contact Us