



Report Writing

Course Outline



Your business outcomes are our priority. Proving impact in real time.

Aim

To supply the learners with the necessary knowledge and confidence, enabling them to conduct professional and accurate report writing in the workplace. This workshop does not cover English language teaching at all but rather formal layout and formatting and the logical presentation of data.

It is essential for all management as well as field staff and/or health and safety representatives that will have to present reports.

About this Course...

To supply the learners with the necessary knowledge and confidence, enabling them to conduct professional and accurate report writing.

Who Should Attend this Course?

This course will benefit all staff who compile business letters, emails and reports, including admin staff, PAs, Office Clerks, Receptionists and Secretaries.

Outcome

At the end of this workshop, the learners will have the tools to be able to deliver a professional and well-presented business report and proposal.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
242820	3	4	Maintain records for a team

The unit standards above are an indication of the content of the workshop. Our workshop theories are designed to include the outcomes recommended by SAQA US IDs.

Duration: 1 Day

Content

Topic	What You Will Learn
Introduction to Report Writing	• What it is and how does it differ from letter writing?
Personality Types	• The four main personality types
Knowing WHY, WHO and WHAT	• Reasons for generating the report
What is a Report?	• Definition of a report and different tones used
How to Get Started	• Purpose of the mind map
What Makes for Better Report Writing?	• What constitutes a good report?
Outline	• Table of contents and headings
Key	• Explanation of industry standard abbreviations or acronyms
Introduction	• Purpose of the introduction • AIDA formula
Discussion / Main Body	• What does the discussion/main body consist of?
Conclusions / Abstract	• Explain what you have decided based on the research results
Formatting	• The standard format and physical layout of the text
Appendices	• Additional documents containing relevant information
Diagrams, Tables and Graphs	• Diagrams, tables and graphs • Describing graphs and tables
Bibliography	• Referencing and acknowledgements
Editing and Proofreading	• Editing and proofreading criteria
Getting the Right Tone	• Formal vs. conversational • Soft words and personal references
Writing in Plain English	• Active and passive verbs, average sentence length, simple words, edit wordy phrases, and avoiding repetition
Common Errors	• English – the challenge for South Africa

Optional Purchases

When ROI and Implementation Matter

At Staff Training, we understand that each individual and/or organisation has unique needs and goals. We have developed a range of valuable, but optional purchases to maximise your training outcomes:

SETA Accredited Training Options

Most of our workshops are aligned with SETA Accredited unit standards, or you can opt for the fully accredited version of your workshop choice. This includes a certificate of competence when successfully completed. All other certificates are certificates of attendance.

The Afterburner

Afterburners are additions to selected workshops. These continued learning courses include a re-cap of material covered during the workshop and continue to expand on both knowledge and skills development for the workplace.

Skills Check

Skills Checks are extremely useful in the measurement of ROI of soft skills training. This tool is structured to help the learner improve on the implementation of new skills through a goal-driven process of accountability and reflection.

LevelUp Coaching

A 2-hour, one-on-one coaching option for those who would like to address and build on the knowledge they gained during training. Converting theory into practice under the tutelage of an experienced coach.

PowerPath Coaching

A powerful investment into your future leaders. One-on-one leadership coaching with the globally acclaimed Enneagram as the self-mastery tool.

Staff Training is an accredited IEQ9 Provider. Our Enneagram offerings include a SETA Accredited version of a leadership development workshop as well as an emotional intelligence and Enneagram combination. You can also explore our specialist hybrid offerings of workshops and coaching below.

<u>Enneagram Group Coaching Journey</u>	<u>Enneagram: Insight to Action</u>
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