

WHO WHY?

Report Writing



For those with responsibility for writing reports and who wish to learn or review good practice in terms of format, content and style.

Outcomes

- Know the 7 key steps to take in writing any report
- Be able to write a well-structured and well written report
- Save time when report writing
- Feel more confident in report writing

Learning Approaches



core learning input



your questions (Q&A)



paired & group activities



tools & templates



case work



solo activities



open discussion

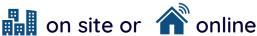


reflection & consolidation

Content

- Overview: 7 key stages
- Each stage in detail
- Case study to test learning
- Putting it all together
- Presentation, feedback, review





Changed my whole attitude to report writing. I have a much more positive approach now - and see just how effective I can be.

> - Middle Manager, Stockport



