

# WHO & WHY?



# Reports & Business 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

## Content

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

## Learning Approaches

-  core learning input
-  your questions (Q&A)
-  paired & group activities
-  tools & templates
-  case work
-  solo activities
-  open discussion
-  reflection & consolidation

 on site or  online

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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

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