Report Writing

About the Course

A report is a written document for a particular purpose and audience that generally sets outs to lead the audience through the information in a structured way to analyses a situation or problem, often making recommendations for future action.

Reports are an important part of an organization that helps to measure the growth progress and success of an organization when planning and evaluating human and structural performance. Reporting also enables decision making and problem-solving in an organization based on the information presented, analyzed and discussed.

A good reporting process is one that ensures that feedback and decision making can occur between organizations and contractors/funders. Reporting principles should be applied to any report preparation to ensure that both the writer and report user share a common understanding and interpretation of the report.

This training on report writing is aimed at equipping the participant with the knowledge and skills to develop, review and present well-structured reports to inform decision making in their area of influence.

Course Duration
- 5 Days at 8 hours a day

What you will learn
By the end of this training the participants will be able to gain skills on:
- Creating a basic report outline
- Organizing the key points and support them with relevant facts
- Writing draft notes and check existing reports against the overall structure
- Using appropriate visuals such as charts, graphs, and tables to present figures
- Generate reliable conclusions effectively by researching, analyzing and organizing information
- Provide evidence-backed recommendations to support management decision making
- Writing an executive summary that highlights the report's main ideas
- Professionally presenting the report

Course Outline

1. **Introduction to Report Writing**
   1.1. Principles of report writing
   1.2. Elements a good of a report
   1.3. The 5W's of reporting
   1.4. Types and functions of report
   1.5. Target audience
2. **Structure of a report**
   2.1. The title and acknowledgement
   2.2. Executive summary and table of contents
   2.3. Introduction, background & body
   2.4. Summary/conclusions and recommendations
   2.5. References and appendices
3. **Report Writing Skills**
   3.1. Planning and brainstorming
   3.2. Research skills
   3.3. Coherent writing
   3.4. Excellent editing
   3.5. Subject, purpose and audience analysis
   3.6. Presentation skills
4. **Categories of Reports 1**
   4.1. Informal & Informal reports
   4.2. Detail Reports
   4.3. Business/marketing reports
   4.4. Informational reports
   4.5. Analytical reports
5. **Categories of Reports 2**
   5.1. Internal and external reports
   5.2. Proposal report
   5.3. Vertical and lateral reports
   5.4. Functional reports
   5.5. Periodic reports
   5.6. Research reports
6. **Report Writing Tips**
   6.1. Neutral tone in writing
   6.2. Grammar
   6.3. Sentence construction
   6.4. Designing a report
   6.5. Draft review
7. **Proofreading**
   7.1. Revising and editing a draft report
   7.2. Order of information
   7.3. Accuracy of information
   7.4. Formatting and layout
   7.5. Grammar check

Target Participants

Training on report writing is aimed at professionals who seek to develop their skills in report writing in both the private and the public sector.

Prerequisites

None

Training Approach

Our training on report writing courses delivered by our seasoned trainers who have vast experience as expert professionals. The course is taught through a mix of presentations, practical activities, discussions, class exercises and case studies.

Training manuals and additional reference materials are provided to the participants.

Certification

Upon successful completion of this course, participants will be issued with a certificate.

Tailor-Made Course

We can also do this as tailor-made course to meet organization-wide training needs. A training needs assessment will be done on the training participants to collect data on the existing skills, knowledge gaps, training expectations and tailor-made needs.