

# Writing Business Reports

## Course Objective

Your employees will leave this two-day workshop with immediately-usable skills for writing professional reports that turn facts into useful information. They will spend less time writing and editing their business reports thus improving individual productivity. They will help management make business decisions by giving them clear information with which to make decisions.

**Enrolment:** We suggest a maximum enrolment of 15 participants in this workshop.

## Who Should Attend

This workshop is designed for people who must report on the results of studies or projects, make recommendations, write internal proposals or communicate information about any other business activity.

## What Participants Will Learn

By attending this workshop, your employees will learn to:

- Measure their current report writing skills and the clarity and effectiveness of their writing using IWCC's assessment tools
- Understand and apply the essential techniques for clear, readable business reports
- Write and edit reports quickly and effectively
- Package information in a way that helps the reader follow the logic of their report
- Plan content using IWCC's Report Planner
- Decide what information to include in the report – and what to leave out – in order to meet the reader's needs
- Incorporate graphs, statistics and visuals into the text
- Edit and proofread business reports
- Write effective executive summaries

