

# Report Writing

- Success with words -

Quaestus Consulting

TRAINING CLUB



## Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

**Join Training Club** and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website [www.quaestus.co.uk](http://www.quaestus.co.uk) or call Linda Wilkinson on 01752 300192 now.

**Successful completion of this 2-day workshop will give you 12 hours of CPD points accredited by the Solicitors Regulation Authority.**

### Overall Objective(s)

To improve participants' ability to research, write and present reports that will create impact in their organisations.

### Who Should Attend?

Ideally those attending should have had some experience of report writing and, where possible, bring along a report that they have written recently. This is an intermediate level course, which will also revise and re-enforce some of the basics.

### Learning Outcomes

At the end of the two days participants will be able to:

- Apply appropriate research principles and write positive research questions
- Create a structure for their reports that leads to valid conclusions and recommendations
- Edit drafts in order to ensure a report with impact

### Course Dates

TBA

### Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

### How to Book

Either on-line at [www.quaestus.co.uk](http://www.quaestus.co.uk) or Telephone: Linda Wilkinson on 01752 300192

### **Two Day Content**

Course content will include:

- Different approaches to research
- Sharpening up writing style
- How to create an appropriate structure for the report
- Writing a report as part of a small team of colleagues
- Reviewing and editing a piece of participants' own work

### **Course Design and Methodology**

The two days will be a combination of:

- Lecturer input and one to one support
- Case Study
- Practical exercises in research and report writing
- Editing and reviewing own work

### **Pre-Work**

Participants should have begun work on a report they need to produce. Ideally this will be on a work related topic but could be from a non-work activity.

This preparation includes any statistics or other data that will form the basis of research for the report.

**If participants are able to bring along laptop computers please let Linda Wilkinson know on 01752 300192.**

### **Cost**

Members will use their membership entitlement accordingly.

**For Non Members, the Pay As You Go cost for individual 2-day workshops is £495 (+ VAT)**

(Cost includes refreshments, lunch and delegate materials).

### **The Trainer – Steven Burch**

With a skilled and safe pair of facilitator's hands, Steven can take a group where they need to be, but might not necessarily want to go! Before Quaestus, where he is managing director, he was with the Industrial Society, and before that in a series of technical, production and commercial roles in Unigate, the Milk Marketing Board and Healds Foods. He sails and lives in South Devon with his wife and daughter.

An NLP Practitioner and a Member of the CIPD, you should choose Steven to front major leadership initiatives, learning support programmes, executive coaching contracts and executive development programmes.

### **Other courses offered by Quaestus Training Club:**

#### **2-day events**

Effectiveness at Work  
Influencing & Negotiating Skills  
Interviewing Skills  
Leadership Skills  
Presentation Skills  
Problem Solving & Decision Making  
Project Management

#### **1-day events**

Time Management Skills  
Assertiveness Skills  
Managing Positive Meetings  
and look out for our other 'Specials'....

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