

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 or call Linda Wilkinson on 01752 300192 now.

"By writing much, one learns to write well."

Robert Southey
Poet

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

Please refer to latest schedule.

Timings

0915 – 1630 with mid morning and mid afternoon breaks and a short break for lunch.

How to Book

Either on-line at 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 1:1 support
- Case Study
- Practical exercises in research and report writing
- Editing and reviewing own work

Pre-Work

This will include:

- Participants bringing along a report they need to produce/are working on, ideally on a work related topic. This includes any statistics or other data that will form the basis of research for the report.

All available via our new on line training platform.

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 £510 (+ VAT).

(Cost includes refreshments, lunch and delegate materials).

Quaestus On Line Training Centre

With our **brand new on line training centre**, delegates can gain access to a wealth of features and information to support them on their training course:

- Course Pre-work and Assignments
- Downloadable Articles
- Useful Links and Book Lists
- Diagnostic Questionnaires
- Discussion Forums
- Contact the Course Tutor
- Submit Feedback
- Course Completion Certificates
- Exclusive fortnightly "Action Point" Emails

They'll still get **first class face to face training** with one of our team, but our new on line centre will support them every step of the way as they transfer their new skills to the workplace.



Other courses offered by Quaestus Training Club:

2-day events

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'....