

WRITING EFFECTIVE REPORTS AND DOCUMENTATION

A 2 day course developed by the Australian Institute of Management and facilitated by Charles Darwin University.

About this course

Well crafted reports and documents are key forms of communication in organisations. Participants will learn how the effectiveness of reports can be greatly enhanced if the writing, editing and presentation of their work is planned purposefully.

This course is designed for:

People who wish to improve their report writing skills to achieve greater impact.

Learning outcomes

Participants who complete this course should be able to:

- Identify relevant characteristics of the reader, including position, background, language competence, and political and organisational issues
- Plan a report knowing what the reader needs to see or find, how the reader will use the report, and the reader's preference for language, style, structure and length
- Research and analyse information
- Gather and organise information
- Write clearly and logically
- Develop options, a conclusion and recommendations
- Professionally present the report
- Obtain feedback on report findings

Course content

The course covers the following areas:

- The purpose and structure of a report
- Identifying the reader's focus and needs
- Developing a research plan
- Gathering, analysing and classifying information
- Preparing a flow chart and free writing the first draft
- Writing, editing and presenting the report
- Writing for impact
- Quoting and giving references
- Conclusions and recommendations
- The executive summary and introduction

