

## CDU delivering AIM Professional Short Courses

### Writing Effective Reports and Documentation

Are you required to write reports to management? The effectiveness of your reports will be greatly enhanced if you learn to strategically plan your report, collect, analyse and sort information structure, write and edit for accuracy and impact, and present the report professionally.

#### Designed for

Those new to report writing, or those who wish to improve their report writing skills by revisiting the basics.

#### Learning Outcomes

- Clarify and define the problem or issue
- 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 purposes of reports
- Structuring 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
- Practice and feedback

**Course Duration:** 2 days