

Writing Reports and Proposals (CPD)

Overview

This two-day workshop will give you a better understanding of the key skills of written communication and how to present a positive image when writing to others. Whether you're writing reports, proposals, policy documents or manuals, this workshop will provide you with the writing techniques for putting ideas clearly, concisely and persuasively so you can concentrate on your real interest — convincing the reader of the merits of your case. Our report and proposal writing training shows you how to communicate clearly and effectively, use report structures that guide the reader through your writing and bring them to your point of view.

Benefits:

- To learn the value of good written communications.
- To develop paragraphs that introduce, connect, develop, and conclude some part of an idea.
- To prepare reports and proposals that inform, persuade, and provide information.
- To learn how to proof-read your work so you are confident it is clear, concise, complete, and correct.
- To provide an opportunity to apply these skills in real work applications

Course Content:

- The 4 C's- Clear, Concise, Complete & Correct
- Constructing Paragraphs
- Readability Index
- The 4 Stages of Report Writing
- Editing & Revising
- Direct v Indirect Approach
- Organisational Strategies
- Headings and Sub-Headings
- Tables & Graphs
- Format for Reports
- Reports V Proposals
- Steps in the Persuasion Process

Our Guarantee

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

Duration

2 Day Work-Shop

To book a place on this course, call our booking line on +353 (046) 9249618 or e-mail info@midasgroup.ie or book online