



# Writing Reports & Proposals

This two-day workshop is intended to help you do the writing your job demands. If you are a manager at any level in business, government, or industry, you must write reports. Whether you want to or not, you write to explain things, to smooth relationships and to convince others of the value of some course of action. Writing must be clear, concise, complete, and correct. It must also convey your message in a courteous tone. The workshop will help you to identify the range of this kind of writing, the forms it takes and the persuasive techniques it requires.

## How You will Benefit:

- Learn the value of good written reports as a communication tool
- Develop paragraphs that introduce, connect, develop and conclude some part of an idea
- Recognize an appropriate and professional format
- Use headings and subheadings as signposts
- Prepare reports and proposals that inform, persuade and provide information
- Proofread your work so you can feel confident it is clear, concise, complete and correct
- Apply these skills in real work applications

## What You Will Cover:

- ▶ Clear, concise, complete, correct
- ▶ Constructing paragraphs
- ▶ Readability index
- ▶ Planning reports: PAFEO
- ▶ Editing and revising
- ▶ Direct vs. indirect approach
- ▶ Organizational strategies
- ▶ Headings and subheadings
- ▶ Tables and graphs
- ▶ Format for reports
- ▶ Reports vs. proposals
- ▶ Steps in the persuasion process

## What's Included?

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

TIME: 9am – 4pm. FEES: \$2,000.00 onsite up to 12 people. \$300.00 per person offsite, plus applicable taxes. \*Prices and dates are subject to change.