

Personal Development

# Business Report Writing

## Course Details

### Price

£215.00

### Length

Half day (09:00-12:30)

## Course Overview

This course will look at a range of business reports and identify the key aspects of effective reports.

Delegates will learn how to structure and write a report to achieve maximum impact and initiate appropriate action on the part of the recipient.

## Course Content

### What is the purpose of the Report?

- Various kinds of reports
- Your audience and its expectations

### A template for Report Writing:

**Flexible learning that works for you**

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- Key stages in Report writing
- Adapting the structure of the Report to meet different needs

#### **Presentation skills:**

- The appearance of the Report
- Using data, references and graphs
- Making recommendations (if appropriate)

#### **Language of the Report:**

- Getting the right tone
- The five 'C' s of good written communications
- Reviewing and checking your Report

## **Benefits**

This half day course is for those that want to develop their knowledge and skills in writing business reports of various types.

Delegates will gain:

- A thorough understanding of the essential features of good report writing
- Have a template for report writing to apply across different types of business reports
- Confidence in writing reports for a variety of audiences

## **Next Steps**

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via [admin@gta.gg](mailto:admin@gta.gg) or call us on 01481 244570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise

dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

## Course Tutor

### **Peter Le Cheminant**

Peter Le Cheminant is Guernsey born. He attended university in Winchester and developed his career as an English teacher over a 17 year period in the UK. Peter then returned to Guernsey in 1990 to take up a senior post at Les Beaucamps High School. Peter became headteacher of the school in 1992 and steered the organisation through many changes as well as playing a major role in the Project Team that was responsible for building an award winning new campus. After many years in a high profile leadership position Peter left his post in August 2014 and since then has taken up a second career working as a learning and development consultant mainly in the local finance sector. Peter also has a professional qualification in Executive Coaching from the University of the West of England and he is able to provide additional coaching for individuals if requested.