



Report Writing Course Brochure

1 Day Practical Workshop



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The Right Fit.....For You

Our Report Writing course has been designed to equip learners with the skills needed to get their written message across clearly and to enhance their existing writing skills and improve the quality of the business and technical reports they produce.

Our one day **Report Writing** programme covers the **core elements of report writing** and shows learners how to use **plain, simple and jargon-free English** to communicate more precisely with their target audience. The course also looks at **best practice approaches to structuring reports** to ensure they are more **readable and appealing to their audience.**

The course looks at the **commons pitfalls when writing reports**, the duty of care involved, handing over reports that are readable and the **consequences of mistakes** being made. The course also provides learners with the **best practice tools and techniques to improve their proof reading skills.**

This excel course is **very practical and interactive.** During the training session, each learner will work through exercises and practice using the various report writing techniques covered during the course.

"Everyone thought Andrew was great and the course really developed their skills as internal trainers."

"We are all very happy with the training carried out last week & will definitely be in contact in the future."

"Great exercises, very relaxed and great models to explain, learning process and delivery of the information."

Dearbhla Casey, HR Manager, Irish Country Meats

Aoife O'Rourke, Key Account Manager, Tool & Plastic

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose Our Report Writing Course

DCM Learning's Report Writing course will equip learners with the skills needed to get their written message across clearly to enhance the existing writing skills of your team and improve the quality of the business and technical reports they produce.

Specific reasons to choose this course:



Experienced: We have trained over 237 individuals successfully in Report Writing over the last two years.



Support: 15 full-time training consultants plus support staff (21 in total). We are large enough to be well resourced but small enough to care.



Excellent Trainers: Our trainers combine professional training know-how with relevant experience in their chosen training field.



Quality Assured Training: Make sure you Safeguard Your Training Investment. DCM offer courses accredited by national and international certification bodies, including QQI, PMI, IASSC, and Scrum.org.

You're in Good Company

We have delivered our Report Writing programme to the biggest brands in Ireland including Google, Intel, Central Bank of Ireland, ESB, Football Association of Ireland and Abbott so you can have confidence in our ability to deliver the results you want to achieve.



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem



INTERNATIONAL





Report Writing Course Outline

COURSE OVERVIEW

Our one-day course has been designed to equip learners with the skills needed to get their written message across clearly.

The course is very practical and interactive. We can incorporate your existing documents to aid group discussions and practical writing exercises to allow learners to self-assess their current skills and identify areas of improvement.

Our aim is that each learner leaves the course with a list of key points to take away and work on back on the job.

LEARNING OUTCOMES

By the end of the course each learner will be able to:

- Write reports that are clear, concise and accurate
- Follow a structured approach to reduce the time it takes to write
- Summarise important points effectively
- Use plain English so readers can easily understand their message
- Avoid common spelling, grammar and punctuation errors
- Avoid producing wordy, repetitive or jargon-ridden reports
- Appreciate the importance of proof-reading all written communications

Below you will find a proposed course outline detailing all the topics covered on the training programme.



Course Contents

TOPIC 1: INTRODUCTION TO REPORT WRITING

- Characteristics & components of a good report
- Types of Reports: Compliance, Incident, Statistical
- Understanding your audience
- A structured approach - prepare; plan; proceed;

TOPIC 2: PROFESSIONAL AND APPROPRIATE WRITING STYLE

- Rules for writing in 'Plain English'
- Determining the appropriate level of detail-summarising
- Writing tips - effective lists; active voice; being concise
- Common pitfalls - jargon; long-winded expressions; bad grammar; redundant words;
- Writing from a strength based perspective

TOPIC 3: DOCUMENT STRUCTURE

- Benefits of establishing style guides and document templates
- Structuring your document to look readable
- Layout guidelines- structure; differentiation; downward flow; whitespace; focal point;
- Designing documents for visual appeal - using bullet points; numbered lists; paragraphs; graphics;

TOPIC 4: THE FINAL DOCUMENT

- Eliminating mistakes
- Proof-read for Accuracy; Impression; Message; Appearance;
- Removing dead wood and waffle
- Proof-reading strategies
- Proof-reading marks



Brendan Murphy

Training Associate

Brendan is an accomplished training consultant with a thoughtful and thought-provoking approach, yet he is entertaining and engaging. He has long experience of group facilitation in a variety of settings with a knack for individual performance improvement.

Brendan brings his vibrant enthusiasm for training to every course he delivers. His resulting style is participative and inclusive, which empowers learners to develop their skills and achieve great results from training.

As a writing trainer for DCM Learning, he passes on his razor-sharp instincts for writing that works to clients as diverse as Coca Cola, Bristol Myer Squibb and Cork County Council.

Some of Brendan's qualifications include:

- BA in English, St. Patrick's College, Maynooth
- FETAC Level 6 Train the Trainer with Distinction
- Diploma in Business & Executive Coaching, Smurfit Business School
- Higher Diploma in Education, St. Patrick's College, Maynooth

"The course brilliant and the content was very reverent to the group. Brendan was excellent in delivering this training and it made the topic very enjoyable."

Fionn Hanratty, Engineer, Irish Aviation Authority





Inhouse Training, One Size Doesn't Fit All.

Does your team need Report Writing training? DCM Learning has a full range of training courses and qualifications available for your team and company, in-house or off-site.

Based on your requirements, we will develop a custom-made training programme and deliver it specifically for your employees in a chosen location - giving them the exact skills and knowledge they need whilst saving on venue hire, travel, time and associated expenses.

Each daily session will be delivered onsite at a location of your choosing over a 7-hour period. We are flexible on group size, but for group sessions we would recommend a maximum of 15 people to allow for the more interactive elements of the course.

Below is an overview of our Inhouse Training Delivery and Costs:

Details	1 Day Training	2 to 5 Days Training	6+ Days Training
Cost	€1,095 per day	€995 per day	€895 per day
Materials	Included	Included	Included
Travel Expenses	Included	Included	Included
Areas Covered	All Counties	All Counties	All Counties
Customisation	Course Customised	Course Customised	Course Customised
Survey	Pre & Post Course Survey	Pre & Post Course Survey	Pre & Post Course Survey
Account Management		Dedicated Account Manager	Dedicated Account Manager
Free Public Course		1 Free Place	3 Free Places
Public Course Discount		15%	25%



Who We Work With

We train organisations of all shapes and sizes, from small businesses up to global enterprises. But we never forget that every individual matters, and we make sure that every learner gets what they need to reach their potential.





**Set your career on the
right course**

DUBLIN

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- ✉ dublin@dcmlearning.ie
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CORK

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Blackpool Business Park

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