



Advanced Report Writing Course Brochure

1 Day Practical Workshop



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The Right Fit.....For You

Our Advanced Report Writing courses are designed to enhance the existing writing skills of your team and improve the quality of the business and compliance reports they produce.

Our 1-day Advanced Report Writing course is specifically designed for experienced report writers, who want to produce more effective documents to ensure they are read, understood and acted upon by their intended audience.

During this course we will cover the core elements of advanced report writing such as layout and structure, how to make your report visually appealing and the final check - proof reading to avoid any unnecessary mistakes and how to remove dead wood and waffle.

Our courses are very practical and interactive and give learners a chance to review issues with reports that they are currently working on or have recently produced. We can incorporate your existing documents to aid group discussions and practical exercises to allow learners to self-assess their current skills and identify areas of improvement.

Below you will find a proposed course outline.

Our trainer can also work with you before the course to get your input and tailor the content as needed.

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

Dearbhla Casey, HR Manager, Irish Country Meats



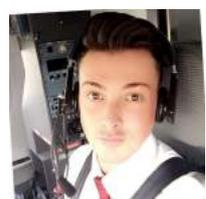
"We are all very happy with the training carried out last week & will definitely be in contact in the future"

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



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

Jonathan Latimer, Fleet Training Instructor, City Jet





Why Choose DCM Learning

At DCM Learning we have a strong culture of working in long-term relationships with our clients. Although it's a bit of a cliché, we strongly believe that our client relationships are partnerships and that's the best way for our clients to get the best results.

Specific reasons to choose DCM:



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.



Experienced: We have many years' experience providing customised training programmes for small and large companies. Last year, we delivered onsite training with 521 companies.



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 the following national and international certification bodies.



You're in Good Company

We work with small and large companies, individuals, Government Agencies, Universities and blue chip companies such as Google, AIG, Glaxo Smith Kline, and Symantec, so you can have confidence in our ability to deliver the results you want to achieve.





Advanced Report Writing Training

COURSE OVERVIEW

This 1-Day course has been designed to equip delegates 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 delegates to self-assess their current skills and identify areas of improvement. Our aim is that each delegate 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 programme each learner will:

- Write reports that are clear and concise
- Follow a structured approach to reduce the time it takes to write
- Identify and avoid the most common report writing mistakes
- Use plain English so readers can easily understand their message
- Use diagrams, tables and charts to enhance the report
- Avoid producing wordy, bureaucratic 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 Content

TOPIC 1: REPORT WRITING A REFRESHER

- Characteristics & components of a good report
- 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
- Writing tips – effective lists; active voice; being concise
- Common pitfalls – jargon; long-winded expressions; bad grammar; redundant words

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

- 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.

Some of the areas Brendan specialises in are: Communications, Effective Writing Skills, Public Speaking, Management and Minute Taking.

Some of Brendan's qualifications include:

- 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
- BA in English and Theology, St. Patrick's College, Maynooth

"Many thanks for this and for your excellent facilitation of the session. My colleagues and I were very pleased with the programme and several of them asked me to commend you for the way in which you managed the morning."

Graeme M. Warren, Head of School of Archaeology, UCD





Inhouse Training, One Size Doesn't Fit All.

Does your team need 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.

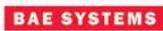
Below is an overview of our Inhouse Training Delivery and Costs:

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

-  01 5241338
-  dublin@dcmlearning.ie
-  Guinness Enterprise
Centre

CORK

-  021 2429691
-  cork@dcmlearning.ie
-  Atrium Business Centre
Blackpool Business Park

DROGHEDA

-  041 9865679
-  drogheda@dcmlearning.ie
-  24 Laurence Street
Co. Louth