

ANALYTICAL REPORT WRITING



Overview

This course is aimed towards those working in the care sector in a managerial role, or an equivalent position, where report writing is a regular necessity. Delegates will learn how to write clearly and incisively, using the page layout and sentence structure which would be expected from a professional report. They will learn methods of writing to ensure that they use language which provokes the correct response from the audience and will understand what should and shouldn't be included in a report.

Outline of Programme

- Introduction.
- Concise and professional method of communication.
- Variation in sentence structure.
- Pros and cons when writing reports.
- Influencing your audience.
- Impact of language and importance of word choice.
- Professional report layout.

Assessment

The analytical report writing training course takes around 3 hours and delegates may be expected to engage in several group activities. Our experienced trainers will be on hand to help guide participants through these sessions and a certificate will be awarded upon completion.

Cost

Our courses are competitively priced, and we aim to beat any equivalent training quote.

Important Information

- The training venue should be quiet and undisturbed.
- Staff should not be expected to be on duty.
- Staff attending should remain for the entire length of the session.
- Flexible dates available.
- Call to book a day that suits you.