



REPORT WRITING SKILLS

Clear reports, powerful impact

This intensive course equips professionals at all levels with practical techniques to create clear, concise, and compelling reports that drive action and deliver results. Participants will learn to structure information logically, write with precision, and tailor reports to different audiences and purposes—transforming routine documentation into strategic communication tools.

LEARNING OUTCOMES

Upon completion of this course, participants will be able to:

- structure reports using proven frameworks that enhance clarity and impact
- write with precision and brevity while maintaining completeness
- adapt tone, format, and content to different stakeholders and report types
- present data and findings visually for maximum comprehension
- edit and refine reports to eliminate common errors and improve readability
- apply best practices for incident reports, project updates, and executive summaries

METHODOLOGY

- Interactive workshop, before-and-after analysis, template development, peer review, coaching and practical application

TOPICS

- Understanding Report Purpose & Audience
- Effective Report Structure
- Clear Writing Techniques
- Data Presentation
- Common Report Types
- Proofreading Strategies for Quality Control
- Continuous Improvement

TRAINER/FACILITATOR

Sophia Jenang

- 35 years experience as Professional MC
- Accredited Trainer by HRDCorp
- Trainer since 2009
- Experienced as Federal and Government employee, GLC and Statutory Body Executive, Corporate Relations Manager, Corporate Training Manager, Head of PR, Communication Manager, Trainer & Coach