



Report and Proposal Writing

Duration: 2 Days **Course Code: GRPWE100**

Overview:

Clear, well-planned and crafted reports and proposals get better results. In many ways, they also communicate the strengths of the enterprise, not only in the words chosen, but the very structure and organization of the document. Whether you are trying to respond to a business opportunity, communicate progress on an important project or share your ideas with others, the structure, style and expression of your report or proposal can be a major factor in achieving your goals. Report and Proposal Writing is designed to provide individuals with the skills they need to improve the planning, structuring and formatting of formal and informal reports and proposals.

Target Audience:

Anyone who wants to develop or improve their report or proposal writing skills

Objectives:

- What You'll Learn
 - Identify the value of different types of reports and proposals, and explore common problems found with them
 - Identify the prime objectives and outcomes of your report or proposal
 - Analyze your intended audience in terms of knowledge, needs and attitudes
 - Map out preliminary content, and identify and develop solutions for obstacles
 - Structure the opening, body and summary of your report or proposal
 - Develop an executive summary
 - Illustrate data, statistics and information
 - Use effective grammatical structure and write in a clear, concise manner
 - Differentiate between fact and opinion
 - Edit your documents using an editing checklist
 - Structure and write letters and mini-reports and proposals
 - Properly package your report or proposal
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Prerequisites:

- There are no prerequisites for this course.
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Follow-on-Courses:

- There are no follow-ons for this course.
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Content:

1. Benefits for the Individual

- Greater ability to plan and structure written communications based on audience needs and attitudes
- Enhanced skill in creating clear, concise and high-impact reports or proposals
- More effective use of language and grammatical structure
- Greater confidence in producing effective written communication
- Improved success rate in winning approvals internally and with customers

2. Benefits for the organization

- Skilled writers who can communicate more clearly and influence others
- Proposals and reports that more clearly describe the needed information for updating progress, achieving business goals and capitalizing on business opportunities
- Better results and goal attainment inside and outside the organization
- Establishes a consistent, qualitative benchmark and standards for written communications

Further Information:

For More information, or to book your course, please call us on 00 20 (0) 2 2269 1982 or 16142

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