



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:

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

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
- 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
- Enhanced skill in creating clear, concise and high-impact reports or proposals
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2. Benefits for the organization

- Skilled writers who can communicate more clearly and influence others
- 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
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Further Information:

For More information, or to book your course, please call us on 00 966 92000 9278

training@globalknowledge.com.sa

www.globalknowledge.com/en-sa/

Global Knowledge - KSA, 393 Al-Uroubah Road, Al Worood, Riyadh 3140, Saudi Arabia