

Writing Business Reports

About this Workshop

Report writers need to know how to provide their readers with concise, well-explained information. This workshop will help your employees take control of their writing habits so that they will spend less time writing and editing their reports. They will use a proven framework for writing professional reports that consistently give readers the interpreted information they need to make informed business decisions.

Who Should Attend

This workshop is designed for people who must report on the results of studies or projects, make recommendations, write internal proposals or communicate information about any other business activity.

We suggest a maximum of 15 participants for this workshop.

What Participants Will Learn

By attending this workshop, your employees will learn to:

- Assess their current business report writing practices and set goals for improvement
- Write in a High Impact style that will result in clear, readable and professional business reports
- Write, edit and proofread reports quickly and effectively
- Package information in a way that helps their readers follow the logic of a report
- Plan content using IWCC's Business Report Planner
- Incorporate graphs, statistics and visuals into the text
- Write effective Executive Summaries.