



VIRTUAL INSTRUCTOR-LED TRAINING PROFESSIONAL REPORT WRITING SKILLS (4 x 3 HOUR SESSIONS)

THIS COURSE IS ACCREDITED TO UNIT STANDARD:

Title:	Present information in report format
Unit Standard ID:	110023
NQF Level:	4
Credit Value:	6

INTRODUCTION

The programme has been developed to assist delegates to grasp the essential components of various types of reports and their formats. Delegates are shown how to plan, write and edit reports for use as executive decision-making tools, including validation in order to present credible reports for management evaluation.

REFERENCES

“Very Interesting, I’ll recommend the course to everyone.” ~ Freda Ndaba (National Prosecuting Authority)

“The course and information given was brilliant. The venue excellent!” ~ Judith Kay (Rand Mutual Assurance)

“One of the best and most informative courses I have attended – thanks!” ~ Marelize Snyman (Telkom SA)

“I was so impressed with the facilitator’s patience and interpersonal skills. She was well organized and gave a perfect presentation.” ~ Yuletide Nkuna (Khuthele Projects)

WHAT THIS COURSE CAN DO FOR YOU...

- Writing and improving the quality of business reports
- Compiling reports to ensure that content and format are appropriate
- Determining the focus of the report – deciding on correct content
- How to select format and structure to meet the readers needs
- Ensuring that the document sequence is logical and meaningful
- Presenting information differently: text, graphs, tables, and diagrams
- Organising and structuring a technical text appropriately
- Presenting the same information in different ways

TARGET AUDIENCE

The course will benefit office professionals who are responsible for developing and presenting information in report format.

COURSE CONTENT

Introduction to Up-to-Date Report Writing

- Pre-course evaluation

Up-Dated, Up-Graded Business Writing

- Basic rules
- Short sentences
- Paragraphing properly
- Subject headings
- Salutations and closes
- Block layout and open punctuation
- KISS – Keep it short and simple!

Clarifying the Purpose and Type of Report

- Defining the difference between the purpose and objective of the report
- Types of business reports

Planning to meet your Reader's Requirements

- Analysing your reader/s
- The Brief and Scope of the report

Information Sourcing

- Collecting ideas
- Primary and secondary information
- Analysing the information
- Determining the solution accurately

Liaising with Recipients and Distribution

- Editing and proof-reading
- Requirements of effective business report writing
- Presenting the report verbally with visual aids
- Distribution and follow-up

Compiling an Investigative Report

- Utilising the report writing plan

Compiling a Report for a Specific Function

- The order of writing the report
- The importance of structure
- Organising the report into sections/layers
- Recommended templates for business reports
- Short reports
- Long reports
- Frequently asked questions

Personal Accountability & Commitment Plan

VIRTUAL INSTRUCTOR-LED TRAINING

Participants “attend” virtual classroom training, through the Zoom on-line platform, without having to travel to and from the classroom each day. Courses are divided into several shorter sessions to minimise operational disruptions and improve knowledge retention.

Training is facilitated in real-time, providing the benefit of hands on learning. Delegates interact with the facilitator and each other, as with any other classroom experience. This allows for a cooperative learning environment, where participants can share knowledge, engage in positive discussions and work together.

Benefits of Virtual Instructor-Led Training

- ✚ Virtual training provides flexibility to both the client/delegate and facilitator.
- ✚ Delegates are active participants rather than relying entirely on the instructor.
- ✚ Virtual training is conducive to a more fluid exchange of ideas, focused real-life scenarios and an intensified level of engagement.
- ✚ Information is shared through video, documents, and written notes with learners in real-time.
- ✚ Delegates who have internet connection can learn at anytime and anywhere through virtual learning or through recorded videos.
- ✚ Delegates can participate in discussions and ask questions at any time.
- ✚ Breakout rooms allow delegates to work in groups and complete activities in teams which allows for a rich interactive experience.
- ✚ Access to expert facilitators who may otherwise be unable to visit workplaces due to unforeseen circumstances.
- ✚ Use of slides and video clips enhances virtual learning.

POST COURSE ASSISTANCE

“Contact the Coach” – Bridging Learning for Business Results

We offer a continued learning relationship providing **FREE** access to post course support to embed the knowledge gained. Our advisors are subject matter experts in each area of specialisation. Delegates can “Contact the Coach” for support, information or assistance with additional questions regarding the application of theory covered during the course.



Personal Accountability & Commitment Plan

Kwelanga is determined to promote and encourage accountability and behaviour change once delegates return to the work place. A Personal Accountability & Commitment Plan is therefore included in each course presented.

Facilitators will guide delegates through the recording of action plan items and will encourage them to show their Personal Post Course Accountability & Commitment Plan to their up-line on their return to work so accountability is created. This tool will also be useful for monthly one-on-one development discussions.

On-Line Knowledge Hub

All delegates attending Kwelanga Training courses have **FREE** access to post course on-line resources. Up-to-date, convenient and easily accessible information, relevant to the programme attended, is available. Tools include case studies, articles, exercises and other valuable information which will reinforce course content and assist in transferring knowledge and skills to the workplace.



OUR COMMITMENT TO YOU ...

Kwelanga Training's Commitment

***To develop and inspire each individual to be the best that they can be.
To assist clients in the transfer of skills and positive behaviour change.***

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