Report Writing for the Digital Workplace

Creating Easy to Read, Professional Reports in the Digital Era.

There is nothing worse than having to read through a long and monotonous report that has been written poorly. Reports can seem complicated, confusing or long winded and the reader struggles to engage with the information. If you have to write reports as part of your role then this scenario will be something you will want to avoid at all costs.

Reports are a big part of the data and communication metrics of any business. They are used for important information summaries, or the basis for various recommendations, or even just organisational intelligence and communication.

It easy to be inundated with information traffic, particularly in the modern digital workplace. This makes it even more crucial to write reports that work simply in a digital world that assists people to get the information they need fast.

If you have to write reports as part of your role and are looking for ways to cut through the clutter then **Report Writing for the Digital Workplace** is for you. This workshop can be tailored to support organisational report guidelines and formats. It is filled with relevant and practical exercises that ensure participants get hands on experience with the learning in this session.

Designed for?

› This program is designed for anyone in a role who is required to write reports or is part of the report writing process.

› It is applicable for those wanting to learn the fundamental methodology of a variety of report writing styles and formats.

› Those looking for ways to improve reports in the digital workplace.

› An ideal group size is 6 - 15 participants.

Key Learning Outcomes

✔ Develop a clear understanding of the approach and process to successful report writing.

✔ Identify the audience - who are you writing to? What is the purpose?

✔ Understand the different phases of report writing.

✔ Undertake a structured approach to planning before you write.

✔ The ability to use effective formatting techniques to help increase the reader's understanding.

✔ Ability to use engaging subject lines to gain the receiver's attention and priority.

✔ Know how to use positive language to communicate sensitive or difficult information.

✔ How to create rhythm and flow in the report using concise sentence structure.

✔ Using persuasion writing techniques to engage the reader.

✔ How to set up the report for those that scan so key messages still come through.

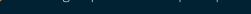## Live Face to Face, Virtual or Hybrid

Power Sessions   Half-Day   1-Day   Coaching

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