

Rightrack ... a little bit of magic

Report Writing
a bespoke programme



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Introduction

This is a bespoke programme that develops the skills of anyone within your organisation who has to collect and collate information and write professional business reports.

Approach

A bespoke training programme is researched, designed and delivered specifically for your needs.

We have a highly developed, sophisticated yet flexible approach for creating bespoke training solutions, which typically includes:

- **Step 1: Research & Familiarisation**
Our training specialists work with you to research the key areas that will impact the programme design and agree project objectives
- **Step 2: Confirmation of Project Activity**
Key areas of the project are confirmed in writing including all project steps, milestones, programme structure, supporting activity, timings and evaluation measures
- **Step 3: Preparation of Learning Content**
Our project team prepare the programme in-line with the above steps. The content is highly specific to your organisation and the initiatives that are key to the success of your business
- **Step 4: Implementation of Training Programme**
The programme is implemented in-line with the agreed rollout plan
- **Step 5: Project Evaluation**
The project is evaluated throughout its implementation against key measures decided upon during Step 1



Case Study

Below is an example of a programme we have designed for a client:

Report Structures

- The standard format of a business report including:
 - Title page
 - Foreword
 - Preface
 - Summary
 - Contents list
 - Introduction
 - Body of report
 - Conclusions
 - Recommendations
 - Appendices
 - Bibliography
 - Glossary
 - References
 - Index
 - Illustrations

Preparing Reports

- The most common pitfalls in planning and writing business reports and how to recognise and avoid them
- Personal strengths and weaknesses in report writing
- How to collect and collate information required to produce a report
- Report drafting and reviewing techniques
- Use of layout, fonts, bullets, diagrams and other visuals in reports
- Presentation of financial and numeric information

Communication

- Use of business language in reports and business communications, how to locate appropriate alternative words or phrases to assist in 'professionalising' a report
- How to present a draft report for acceptance
- Selecting and presenting key facts from a report
- Anticipating and handling questions and feedback
- Influencing skills



Programme Options

This is an in-company programme with the following options:

| | |
|------------------------------|--|
| Available Packages: | Bespoke - We research, design and deliver the programme specifically for your needs |
| Duration: | Bespoke |
| Materials: | Folder, workbook, handouts, pen and certificate of attendance |
| Support: | <p>Research - Pre-programme research visit or telephone discussion</p> <p>Administration - Printing and packaging of delegate materials and liaison with your chosen venue for programme arrangements. Additional administration options available</p> <p>Evaluation - Post-programme evaluation and a consultant's report providing feedback on the programme</p> <p>Righttrack Membership - Lifetime on-line post-programme support via our dedicated delegate website and access to the training consultant who will answer any questions relating to the programme</p> |
| Dates & Location: | To suit you |
| Delegates: | Bespoke |
| Style: | Righttrack programmes are energetic, exciting and highly participative, which create an impact and motivate participants to learn and embrace change |
| Learning Methods: | We utilise a blend of learning methods: practice sessions, group workshops, scenario-driven learning, assignments, self managed learning, shared group learning, accelerated learning and structured group learning |

