

# Business Report Writing



## Training Objectives

This workshop will help you to

- ✓ write with clarity and distinction
- ✓ resolve any analysis paralysis
- ✓ frame and structure information, data and messaging
- ✓ gain a better understanding of language, grammar and context
- ✓ develop excellent editing and review skills
- ✓ have strategies to manage yourself and others in an end to end report writing process.

## COURSE CONTENTS

### Welcome and Introduction

- ✓ Ground rules and logistics
- ✓ Workshop participant outcomes
- ✓ Trainer experience, certification and knowledge
- ✓ Training outcomes, manual, and timings

### Types of Reports

- ✓ Understanding what type of report fits your purpose
- ✓ Components of a report
- ✓ What makes a good report
- ✓ Stressless ways to write good reports – set yourself up for success

### Information Sorting and Report Planning

- ✓ Research, data and collation strategies
- ✓ A different take on mind maps
- ✓ Identify your audience
- ✓ Establishing perspectives and filters for writer, reader, and editor stages
- ✓ Dealing with distractions and procrastination

### The Writing Process

- ✓ Multiple strategies for different writing styles
- ✓ Access creative, structured and flow states
- ✓ Layouts, graphics, data and referencing
- ✓ Language structure, clarity and clichés
- ✓ The Executive Summary

### The Editing Process

- ✓ Different editing processes
- ✓ Review audience and report purpose
- ✓ Editing strategies and refinement

### Integration

- ✓ A process to integrate the information, and create flexibility in multiple contexts
- ✓ Create a draft report writing action plan and framework



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to discuss your requirements for Business Report Writing

*This workshop is both information training and experiential to apply the learning in real time. Direct experience during the training enables participants to modify, adapt and personalise the learning to their outcomes.  
All participants receive a reference workbook to facilitate ongoing excellence.*

