

Personal Development

Business Report Writing

Course Details

Price

£235.00

CPD Points

3.50

Length

Half day (09:00-12:30)

Course Overview

This course will look at a range of business reports and identify the key aspects of effective reports.

Delegates will learn how to structure and write a report to achieve maximum impact and initiate appropriate action on the part of the recipient.

Content

What is the purpose of the Report?

- Various kinds of reports
- Your audience and its expectations

A template for Report Writing:

Flexible learning that works for you

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- Key stages in Report writing
- Adapting the structure of the Report to meet different needs

Presentation skills:

- The appearance of the Report
- Using data, references and graphs
- Making recommendations (if appropriate)

Language of the Report:

- Getting the right tone
- The five 'C' s of good written communications
- Reviewing and checking your Report

Benefits

This half day course is for those that want to develop their knowledge and skills in writing business reports of various types.

Delegates will gain:

- A thorough understanding of the essential features of good report writing
- Have a template for report writing to apply across different types of business reports
- Confidence in writing reports for a variety of audiences

Next Steps

If you would like to book a place on this course please click on the **'Book Course'** button to the right of this page and login or register for a user account to complete your booking(s). Any queries please do not hesitate to contact us via admin@gta.gg or call us on 01481 244570.

If no date is scheduled for this course at the present time please click on the **'Register Interest'** button and login or register for a user account so that we can add you to our course interest register. This register allows us to contact our tutors and finalise

dates for a course as soon as we have a few people who have expressed their interest, so the more delegates who register their interest, the sooner we can schedule a particular course.

Course Tutor

Peter Le Cheminant

Peter Le Cheminant is Guernsey born. He attended university in Winchester and developed his career as an English teacher over a 17 year period in the UK. Peter then returned to Guernsey in 1990 to take up a senior post at Les Beaucamps High School. Peter became headteacher of the school in 1992 and steered the organisation through many changes as well as playing a major role in the Project Team that was responsible for building an award winning new campus. After many years in a high profile leadership position Peter left his post in August 2014 and since then has taken up a second career working as a learning and development consultant mainly in the local finance sector. Peter also has a professional qualification in Executive Coaching from the University of the West of England and he is able to provide additional coaching for individuals if requested.