



Local Government Training Group

REPORT WRITING

This one-day course is designed for anyone wishing to improve their report writing skills.

TRAINER: Margaret Pentland

Objectives:

Through a number of immediately applicable report-writing techniques, participants will be able to:

- Ensure that reports are well structured, flow logically and look professional.
- Make reports easier to read and understand.
- Ensure that reports meet their intended objectives.
- Produce documents that enhance their image and that of the organisation.