Unleashing Your Potential

IMSIMBI TRAINING

Course Outline

Report Writing

3 DAYS

This course is accredited by the Services Seta and the material covers unit standards at level 4: 12153 with 5 credits, 110023 with 6 credits.

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.







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QCTO Quality Council for Trades & Occupations

ETA Transport Education Training Authority Driven by Vision

SERVICES SETA

cathsseta

ETDP SETA

MICTSETA

Course Objectives

Welcome to the exciting world of Report Writing.

As your career grows and advances, you will be asked to write reports – these may be proposals for new ideas, evaluations of an initiative or a recommendation for a new service or product.

Your organisation will expect a professional and well-written document to base important decisions upon.

Imsimbi will teach you all the skills and techniques you need to know to write just such a report: clear, concise, balanced and informative. You will understand what needs to be written, how it should be written and what structure and format you should use for different kinds of reports.

To produce an excellent report, you must understand, exactly, what it is you will be reporting on. We will take you through the whole process – how to analyse the issue at hand, what research needs to be done, where to obtain that information and how to put it all together.

You will gain certainty about the process, and the confidence that accompanies that certainty will be reflected in the professional manner that your report requires.

The course has been carefully designed to follow an established and successful process.

Complex concepts are clearly explained, obstacles are identified and you will be taught useful tools and techniques to overcome them.

You will understand what makes a report valuable, practical and useful and why a report needs to be factual and accurate.

Not all reports are equal – you will learn the importance of quality dimensions, why data and information must be reliable and valid, which information to use and how to map that information into a compelling report format.

Applying the definition of Quality – Conformance to Requirements – is essential to great reporting. You will also learn how to apply this in the daily execution of your duties and how the cost of Quality affects your business.

Reports to need to contain information and data must be used as a basis for that information. You will be guided on how to gather data and turn it into useful information. In addition, you will understand such information is most usefully applied.

Once you have all the information you need for your report, you need to know where and how to use it and place it in your report. This will ensure that your reports are always easy to read, easy to understand and easy to access.





Course Outcomes

Upon completing this course, the participants should understand:

- Learn to improve your writing skills continuously by understanding sentence and paragraph fundamentals.
- Identify the intended audience for the communication.
- Identify the purpose of various reports including progress, research and evaluation reports.
- Structure, write and improve the quality of business reports by effectively communicating a message.
- Write professional reports by checking content and format are appropriate and ensuring the document sequence is logical and meaningful.
- How to plan format, structure and layout including headings, bullets and numbering.
- How to present information differently: graphs, tables, pie charts and diagrams.
- Check reliability and credibility of data used by making an evaluative judgment after comparing ideas presented in a text with external criteria from other written or oral sources and own experience and knowledge of the business sector.
- Be confident to prepare and deliver a professional presentation of a report within a business context.
- Utilise AI to help elevate our reports.
- Recognise errors and assess accuracy through rigorously applying a checklist to texts.
- Meet reporting deadlines.
- Check reliability and credibility of data used by making an evaluative judgment after comparing ideas presented in a text with external
- Reflect on the appropriateness of the formats being used in our reports.





Course Outline

- Learning Outcomes
- Awareness/ Mindfulness
- Contents
- Introduction
- Learning Outcomes
- Awareness/Mindfulness
- Communication
- Business Writing
- Common Errors Clarified
- Writing good paragraphs
- Report Writing
- Mapping your business process for effective communication and report writing
- Professional communication with stakeholders
- Data collection and analysis for report writing
- Presentation of research
- Agendas, minutes and action minutes





Course Outline

- Writing intelligent E-mails
- Monitoring project progress
- Checklist for editing your work
- Project Evaluation Report
- Format for an evaluation report



