Report Writing for Municipalities
Two-day Workshop*

About this workshop

Good reports to council enable councilors to make the best decisions. While staff writers have deep technical knowledge, they are often unable to communicate key issues and recommendations clearly and simply to a busy, non-technical reader. Too often councilors must read stacks of reports that are rambling and unclear.

This workshop provides strategies and techniques to ensure your policy reports, recommendations and project updates are clear, concise and persuasive.

*Ask us about the 1.5 day option.

Who should attend

This workshop is for people who report on projects, or make recommendations.

We suggest a workshop size of 12 to 15 participants to allow for individual coaching.

What you will learn

In this workshop, you will learn to:

- Assess your existing report writing skills and identify areas for improvement
- Use our helpful framework to quickly organize your reports
- Decide on the right amount of information and level of detail to include
- Decide what to include in the different sections of your report template
- Write information-rich headings so readers can quickly scan your report
- Incorporate graphs, statistics and visuals to add interest
- Write in a clear, concise style
- Write, edit and proofread quickly

What to expect

We know that people learn best by doing, so this workshop gives you many opportunities to practice as you learn. You participate in both group and individual projects and receive coaching from your facilitator. Bring samples of your own documents to assess your writing and set goals for improvement. You also plan and write a report on a topic of your choice so that you can immediately apply your new skills.

You receive a handy laminated tip sheet and a comprehensive manual containing checklists and other job aids to help transfer what you have learned to your back-at-work writing.