

Virtual Report Writing

Two days

Good reports and recommendations move projects forward and help readers make the best decisions. They can be challenging to write, since it's easy to get bogged down in all the data you want to convey.

This virtual course shows you how to write complex documents that are easy for readers to understand and act on. It provides strategies and techniques to ensure your reports, recommendations, project updates, and business plans are clear, concise and persuasive.

Who should attend

It's ideal for those who need to write complex documents that are clear, readable and persuasive.

We recommend a workshop size of 15 to 20 participants to encourage healthy group interaction and allow for individual coaching.

You learn to

- use the writing process to create better reports in less time, every time
- use our helpful template to quickly structure your reports
- decide what to include and how much detail is necessary
- get right to the point without rambling
- use headings, lists and layout to make your document scannable
- present facts, figures, and visuals in a clear way
- write in sentences that are concise, readable and engaging

What to expect

We know people learn best by doing, so this course gives you many opportunities to practice as you learn. You participate in both group and individual learning projects and receive coaching from your facilitator. You use samples of your own documents to assess your writing and pinpoint areas for improvement. As well, you plan and write a report on a topic of your choice so you can immediately apply your new skills.

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

How you spend your time

Come to the course ready to work on a report you need to write. In addition, bring along reports you've written in the past.

Virtual Report Writing includes the following activities:

Day One

Session 1: Create a good first draft (9 - 10:00)

- apply the writing process, to create better reports in less time, every time
- profile your audience and define your purpose
- decide what to include and how much detail is necessary
- generate and organize the content of your report
- create your first draft quickly and painlessly

Spend the rest of the morning working on your own. For the report you need to write, define your purpose and audience, make a plan and a first draft. The facilitator is available between Sessions 1 and 2 to answer questions and provide coaching.

Session 2: Polish your draft (1 - 2:30)

Learn to:

- get right to the point without rambling
- use headings, lists and layout to make your document scannable
- present facts, figures, and visuals in a clear way
- write in sentences that are concise, readable, and engaging
- use a reliable template to structure your executive summary and the body of your report

Spend the rest of the day working on your report. You can continue working on your draft OR revise a report you've written previously. You will share your revised report with your peers in breakout rooms. The facilitator is available between Sessions 2 and 3 to provide coaching.

Day Two

Continue revising your report in the morning. The facilitator keeps the virtual platform open to answer questions and provide coaching.

Session 3: Workshopping (1 - 2:30)

Share your revised report with a small group in a breakout room, and give and receive writing feedback.