

# Report Writing for Municipalities

## Virtual Nine hours

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Good reports to council enable councillors 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 councillors must read stacks of reports that are rambling and unclear.

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

### Who should attend

This course is ideal for those who report on projects or make recommendations. We recommend a maximum of 15 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 information-rich 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 for Municipalities** includes the following activities in three learning modules, which we can schedule at your convenience.

### Module 1 (Three hours)

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#### Virtual Session 1: Write your draft

Learn to:

- 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

#### Self-directed learning

Use self-study materials to define your purpose and audience, make a plan and write a first draft of your report. Your facilitator is available to answer questions and provide coaching.

### Module 2 (Three hours)

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#### Virtual Session 2: Revise your draft

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

#### Self-directed learning

Complete exercises in the manual to practice your skills. Assess your own writing and revise your draft for structure and style. Your facilitator is available to answer questions and provide coaching.

### Module 3 (Three hours)

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#### Virtual Session 3: Prepare to workshop

Exchange reports with your peers and learn how to review each other's writing.

#### Self-directed learning

Review your peers' reports and come prepared to give feedback about what worked and what could be better.

#### Virtual Session 4: Workshop

Workshop your document with a small group in a breakout room, where you give and receive feedback to take your writing to the next level.