



WRITE RIGHT

A REPORT WRITING
WORKSHOP



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A REPORT WRITING WORKSHOP

WORKSHOP OUTLINE & OBJECTIVES

- Understanding the importance of planning and preparing your report
- Identifying the key report information, sorting and evaluating it
- Organising the key information into a logical sequence for maximum understanding
- Discovering and developing your unique writing skills
- Learning how to use technology to compile, complete and deliver effective reports
- Evaluating how you can personally improve your report writing by building in feedback mechanisms

WORKSHOP SCHEDULE

- 08:30 Registration & Coffee
- 09:00 Workshop Commences
- 10:30 Morning Refreshments
- 13:00 Lunch
- 15:00 Afternoon Refreshments
- 16:00 Workshop Ends

COURSE METHODOLOGY

This workshop is conducted with maximum use of practical application of the skills acquired. Participants will, both by themselves and in groups, work with role plays, problem solving, case studies and unique training exercises to ensure they acquire, reinforce and retain newly acquired skills, attitudes and characteristics.

EDGE TRAINING CONSULTANCY

Edge Training is a Fully Accredited Training Provider with the Services Seta, Accreditation #1135. Edge is a Level 2 BBBEE Company with over 17 year's Human Development training experience in and around Southern Africa. Edge is able to provide training throughout South Africa with a National Footprint of Agencies.

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BEE Level 2

SSETA Accreditation #1135

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