



REPORT WRITING & MEETING PREPARATION

NQF LEVEL 4

UNIT STD - 12153, 242816

 087 135 5543

WORKSHOP OUTLINE

- Determine the purpose and recipients of a report
- Investigate and collect information and sources
- Evaluate and organise information
- Prepare the outline
- Organise the report
 - Report sections, covers, Title page, Table of contents and Executive summary
 - Body of the report, Appendices, Terms of reference and Reference list/Bibliography
 - Write the report and recipients
 - Distribution, Deadlines and Feedback

01

Focus on practical application of skills, learnt, applied and practised

06

Improving the learner's confidence, attitude, knowledge and skills are critical

05

Edge ensures that the learners are engaged and receptive to training

02

Knowledge sharing and team learning form part of Edge's unique training methods

03

Programmes are flexible and easily adaptable to suit the various learning styles

04

Interactive sessions include group discussions, case studies, Q & A sessions and role-plays

COURSE METHODOLOGY

OBJECTIVE

By the end of this course you will understand the difference between writing a report and writing an essay, how to plan, prepare, write, proof read and distribute a business report, and finally be able to make the necessary changes and amendments to the report from the feedback received.

EDGE TRAINING CONSULTANCY

With over 18 years of Human Development training experience, Edge Training has a Level 2 BBEE Scorecard, a National Footprint and Full Accreditation with Services SETA. Together with our BEE partners, we are committed to solving BEE related Skills Development Challenges in a meaningful way. Whether an Accredited Short Course, a Behaviour Changing Workshop or a Learnership, our highly skilled and dedicated team can offer you a solution. We source the learners and manage all the necessary requirements for disabled and unemployed learnerships. Most of our learnerships and Workshops are also offered as online courses.

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