

# Business Writing: 1-Day Workshop

## Course Description

The event covers the principles and techniques that underpin the successful completion of formal written reports in a Bid or Project environment.

## Course Objectives

On completion of this workshop the delegates will have learnt to:

- Y Produce memos and large format reports that are clear, concise and effective
- Y Adopt a systematic approach
- Y Structure a report
- Y Use illustrations, charts, graphs and tables
- Y Create an appendix
- Y Distinguish between conclusions and recommendations

## Intended Audience

Anyone who is required to compose and write responses or reports in a Bid or Project environment; or anyone who would benefit from a more organised and systematic approach to the execution of written reports.

## Related Courses

- Y Bid Management Seminar
- Y Bid Management Workshop

## Course Outline

Today's business requires concise, informative reporting methods to efficiently process and communicate information around an organisation as well as with clients and external entities.

The key to successful report writing lies in a systematic approach to clearly define the limitations, scope and constraints of a report, with sufficient but not excessive detail.

WPM's report writing approach is based on 20 years of experience in the field, producing results focussed on today's commercial environment.

## What's Included

- Y Your Instructor
- Y Delegate Handout Pack

## Your Instructor

All WPM Instructors are practised experts at composing and delivering formal written reports, with years of experience producing succinct, informative and professional reports in a variety of UK and European organisations.

## Benefits

Delegates adopt a clear systematic approach to report writing – producing precise relevant information for the necessary circumstances.

The course benefits anyone involved in composing or dealing with written reports at any level.

## Price

Please call 01244 852 544