



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

REPORT WRITING – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
Local Government employees looking to develop or enhance their skills in preparing professional reports and proposals.	<p>The Objective</p> <ul style="list-style-type: none">• Get the Message Across• Identify the audience• Writing for understanding and impact <p>Tips for report writing</p> <ul style="list-style-type: none">• Form design• Form layout• The basic structure• Choosing a format• Writing the report• Punctuation & spelling• Common errors <p>This program includes case studies and templates as well as group or individual work and discussion.</p>	<ul style="list-style-type: none">• Use fundamental techniques for research and preparation of professional reports• Identify the key elements of a report• Determine the key elements of writing credible, meticulous reports and persuasive proposals• Distinguish the signposts readers look for in a professional reports• Develop sound proofreading and revision checklists• Learn the mechanics of footnotes and bibliographies



COURSE DETAILS

Delivery	<p>Our instructor-led training course provides participants with an interactive session including group discussions, case study reviews and Question and Answer sessions.</p> <p>Our trainers can customise or tailor the course to your specifications or needs and deliver in-house providing you with a cost-effective and efficient training session.</p>
Duration and Location	<p>Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p> <p>Customisation is available based on individual council requirements.</p>
Fees and Inclusions	<p>Please contact Peak Services for course fees or a proposal for onsite/in-house training.</p>

PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS

REGISTER NOW
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