



Three days Training Workshop on REPORT WRITING

Background:

An essential aspect of communication is writing clear, concise, targeted and persuasive text. Achieving the results you want from your e-mails, reports, proposals, recommendation reports, and other business documents depends on your ability to grab your audience's attention and persuade them to act on your ideas. In this course, you develop effective report writing skills that convey a credible message and project a professional image.

With this in mind, ABCD Consultants has decided to conduct a three day training workshop on Professional Report Writing from **05th to 7th July, 2010** in **Dushanbe, Tajikistan** in order to cater for skill requirements of a wider international audience.

Who should attend?

Professionals at all levels who are responsible for some form of reporting about their own or their team's performance, project progress or overall condition of any given program.

Course contents:

In this workshop you will learn about:

- Classifying different types of business documents
- Recognizing key topics
- Structuring raw material
- Organizing information to highlight gaps
- Writing Reports that Address Business Problems
- Recognizing the business impact
- Writing statements of the problem
- Recommending solutions
- Conducting effective research
- Analyzing evidence
- Applying decision-making criteria
- Highlighting Benefits to Your Readers

- Facilitating your reader's understanding
- Managing paragraphs
- Avoiding synonyms
- Organizing your information

Trainer:

The trainer assigned to this program holds a master degree in Management Sciences with extensive experience in conducting training workshops on Business Writing and several other subjects in the field of management. He has years of hands on practical experience in the development field which he utilizes in making the training very practical and relevant to the current report writing requirements in organizations.

Fee:

ABCD Consultants will only charge tuition fee for the program which is set at \$100 per day per participant (total \$300). This includes provision of course materials, certificate, lunch and refreshments.

Travel and Lodging:

You are requested to arrange for your visa, travel and accommodation requirements by yourself; however, ABCD Consultants can link you to entities which can facilitate the process for you.

For any further queries you may have, please write to:

wesaltravels@gmail.com