

**Three Day Workshop on Report Writing**  
**08:30am - 03:30 pm**  
**Course Schedule (Day 1)**

No	Topic	Duration	Time
1	Opening and Introduction	10 Minutes	08:30 – 08:40
	Pre-test	10 Minutes	08:40 – 08:50
2	Introduction	25 Minutes	08:50 – 09:15
3	Planning for Report writing	45 Minutes	09:15 – 10:00
	Tea break	15 Minutes	10:00 – 10:10
4	Gathering Information	30 Minutes	10:10 – 10:40
5	Organizational Strategies for Information Reports	30 Minutes	10:40 – 11:10
6	Planning Analytical Reports	50 Minutes	11:10 – 12:00
	Lunch and Prayer	1 Hour	12:00 – 01:00
7	Organizational strategies for analytical reports	1 Hour	01:00 – 02:00
8	Creating a Successful Business Plan	75 Minutes	02:00 – 03:15
	Closing	15 Minutes	03:15 – 03:30

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**Course Schedule (Day 2)**

No	Topic	Duration	Time
1	Recap of Day 1	15 minutes	08:30 – 08:45
2	Drafting report content	45 minutes	08:45 – 09:30
3	Report Introduction and body	30 minutes	09:30 – 10:00
	Tea break	15 minutes	10:00 – 10:15
4	Drafting online content	30 minutes	10:15 – 11:00
5	Organizing website content	30 minutes	11:15 – 12:00
	Lunch Break	1 hour	12:00 – 01:00
6	Revising your reports	40 minutes	01:00 – 01:40
7	Using technology to craft reports	40 minutes	01:40 – 02:20
8	Producing your reports	1 hour	02:20 – 03:20
	Closing	10 minutes	03:20 – 03:30

**Communication Skills for Managers**  
**08:30am - 03:0 pm**  
**Course Schedule (Day 3)**

No	Topic	Duration	Time
1	Recap of Day 2	15 minutes	08:30 – 08:45
2	Some general types of Short Reports	40 minutes	08:40 – 09:20
3	Review of Participants' prepared reports	1 hour	09:20 – 10:20
4	Tea break	15 min	10:20 – 10:35
5	Writing Reports (practical Group activity)	1.5 hour	10:35 – 12:05
6	Lunch and Prayer	1 hour	12:15 – 01:05
7	Post-test and participant feedback	40 minutes	01:05 – 01:50
8	Certificate Distribution and Closing remarks	40 minutes	01:50-02:30