

POWERFUL REPORT WRITING SKILLS

OVERVIEW

Well written reports result in cost and time savings as both specialist and non-specialist readers can quickly get actionable information from a single report. Decision makers and other readers can quickly understand the benefits of a successful implementation of the report recommendations.

This workshop is intended for people who need to craft reports which clearly identify the information required by decision makers, guide them to key findings using structured report components, and finally justify the recommended solutions by using critical analysis.



OBJECTIVES

IDENTIFY INFORMATION
REQUIRED BY READERS

HELP READERS FIND
INFORMATION BY USING
STRUCTURED REPORT
COMPONENTS

JUSTIFY
RECOMMENDATIONS BY
CRITICAL ANALYSIS OF
RECOMMENDED
SOLUTIONS

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