

Report Writing Workshop

Date - April 10-11, 2007

Day - Tuesday & Wednesday

Venue - Haffa House Hotel

Time - 9:00 am- 5:00pm

Investment per participant - 150 OMR

"Writing skills are fundamental in business. It's increasingly important to be able to convey content in a tight, logical, direct manner, particularly in a fast-paced technological environment." In today's workplace writing is a "threshold skill" for hiring and promotion among Professional employees. Writing is a ticket to professional opportunity.

Report writing is an essential skill for professionals; master it now and writing reports won't have to be a pain.

This training course is suitable for anyone who is new to the task of writing reports. It will also prove extremely helpful for anyone who has to write reports as part of their work, but who doesn't really know where to start and to provide a refreshing and practical insight into report writing skills.

Workshop Contents:

- **Types of Report** — Progress, Feasibility, Incident, Technical, General, Research Report
- **Value of a Report** — Implications, Advantages and Disadvantages
- Organisation of Information
- Presentation of Information
- Style of delivery
- Use of language
- Checklist of operations
- **Planning the Report** — Objectives, Audience, Time in Preparation and Writing, Information Presentation
- Structuring the Report
- Drafting Tryout
- Linking Ideas and Concepts

For further details please contact:

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Course fees is inclusive of professionally written course material + tea / coffee + lunch