

Workshop on Professional Report Writing

Your job is to accomplish and report!

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. Through practical hands-on exercises, you create compelling and powerful business reports and other documents.

Who should attend?

Professionals at all levels who want to improve their skills in Report Writing. Proficiency with the English language is assumed.



Course contents:

In this workshop you will learn about:

- Planning for Report writing
- Organizational Strategies for Reports
- Considering the reader and purpose
- Creating a Successful Business Plan
- Drafting report content
- Using technology to craft reports
- Some general types of Short Reports

Trainer:

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training holds a Masters Degree in Management Sciences with extensive experience in conducting training workshops on Business Communication and several other subjects in the field of management.

**Fee:**

Below table shows fee/day/participant for a three day workshop which includes a visa, certificate, training materials and refreshments in our current operation areas:

Country	Local Rate	International Rate
Afghanistan	100.00 USD / 5000 AFN	300.00 USD / 15000 AFN
Dubai/UAE	200.00 USD / 10000 AFN	300.00 USD / 15000 AFN
Tajikistan	100.00 USD / 5000 AFN	300.00 USD / 15000 AFN

Approach:

The Report Writing course is available for fee based participants at ABCD Consultants training center or at your offices in any location in Afghanistan. We usually recommend a three day course but can also offer a more flexible format to suit your schedule.