

Management Reports

Overview The key to writing effective Management Reports is that each and every document should be hand crafted to suit the purpose for which it is intended. Reports vary in length, complexity and structure and can be called many different things : Proposals, Information Paper, Discussion Paper, Position Paper, Progress Reports etc.

This programme focuses upon key skills in writing Management Reports and provides easy to understand Formats and Structures to suit busy Managers.

High-level aims are :

- To help delegates produce effective Management Reports.
- To help delegates consider format and structure to suit the purpose of the Report.

Activity Interactive content with strong focus on delegate contribution and work based practical application of key learning's.

Content Welcome and scene setting
Overview
Context – What is a Management Document ?
Inform or Persuade ?
Format, Structure and Convention.
Real Life Case Study
Feedback and Review
Open Forum
Summary and close.

Duration 1 Day

Location Flexible



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