



Pakistan Society for
Training & Development

Report Writing

Smarter, faster and more
productive report-writing
for your team

High quality reports often form the basis of sound decision making within an organization. To be recognized as someone who can express information in a clear, unbiased, objective way can do a lot for your reputation at work.

Report writing is a skill that can be learned. Our Report writing skills session takes you through every stage from planning and structuring through to writing and presenting, and by the end of the day you will be a confident report writer. In this model participants will explore alternatives considered to be important report writing skills and content. The primary purpose is to help the participants understand how to create an effective professional business report and to demonstrate the most important writing skills explicitly.

Learning Outcomes

Report writing skills will help you to prepare, structure, write and edit excellent reports. Following the training you will know how to analyze your audience and tailor the content to their specific needs, compose targeted messages, structure your document for maximum impact and write clear and concise documents which meet your organizations' business objectives.

Course Content

- Introduction to Report Writing
- Writing Style and Language
- Structuring Your Report
- Types of Report
- Preparing the Report
- Report Sections
- Purpose of Reporting
- Ethical Consideration in Report Writing
- Layout
- Gender Consideration in Report Writing
- Proof-reading
- Report Presentation

Training Methodology

The session gives the participant practical solutions to common report writing issues. Alter behavior immediately and enhances work life. Boosts their confidence levels and makes them aware about written communication impact they have on others. The training will also take into account the following:

- Experiential Learning Technique
- High Impact Interactive Modules
- Write with Clarity and Confidence – group project
- Visual clips and simulations
- Strategic games to enhance objective report writing process
- Quiz, Games and Assessments

FOR REGISTRATION DETAILS PLEASE CONTACT:

Plot # TC-3, 34th Street, Off Khayaban-e-Sehar,
Phase V Extension DHA, Karachi.

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Bring this Program In-House

This workshop can be customized to suit specific needs of your organization which may lead to significant savings and increased benefits.

Please contact
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Trainer's profile:

Meena Valli Mohammed

Meena is a seasoned trainer with over three decades of international experience and a track record of establishing and managing programs in human resources, education, training and coaching in environments of North America, South Asia and Afghanistan.

In the span of three decades, she has worked from grass roots level to top management. She has more than ten years of experience in Human Resource Management with the Aga Khan University Hospital. She has successfully established various projects from scratch, instituted the program office for World Learning Inc. USA for their client Educational Testing Service (ETS), of Princeton New Jersey. Meena has set up and monitored test centers throughout Pakistan, Recruiting and Training staff, has established contacts with government agencies, public and private sector enterprise and overseen staff and centers in Bangladesh, establishing new centers in Dhaka. As part of the Business Development for ETS, she has worked with various government and private sectors in UAE, Africa and South Asia and negotiated various programs and projects for ETS. She has monitored the Global Marketing Campaign for Egypt and India while extensively traveling to Europe, North America, Africa and South Asia. She was appointed the CEO for Aga Khan Education Service, Afghanistan a war ravaged post conflict country with unique challenges. Solid programs in remedial education was established in Kabul, Baghlan and Badakshan, establishing working relationship with various ministries of education and aid agencies working in the country.

A strategist and a clear thinker with a reputation for rapidly analyzing situations, identifying opportunities, proposing solutions and working with multiple age groups to develop innovative and targeted responses, Meena is surely a top priority for clients, seeking training and coaching help around her areas of expertise.

Who should attend

The Report writing skills workshop is for those who feel reasonably confident about their writing skills but need to improve and develop their skills in business report writing. If you have to write reports as part of your work and want to be more effective in doing so this report writing training course is for you. PSTD works with people from all sectors including the public sector, voluntary sector, corporate sector and private sector.

Payment Terms - Please deposit the course fee in advance. Kindly prepare the cheque in favor of "Pakistan Society for Training and Development (PSTD)" and address it to Plot # TC-3, 34th Street, Off Kh-e-Seher, Phase 5 Ext. DHA Karachi along with the copy of this registration form. Please note that PSTD Cancellation Policy is activated as soon as an invoice is received by the client.

PSTD Cancellation Policy - Cancellations made at least 5 working days prior to the program will be refunded 50%. If a booking is cancelled in less than 5 working days, no refunds can be given. Cancellations must be confirmed by a letter or email. Substitutions may be made at any time for the same program only. In case of the participant not showing up on the day of the training a replacement can be sent.