

## Effective Report/Committee Report Writing

This course is essential for members of staff who write cabinet or committee reports as part of their role and who require some help and guidance with the planning, writing and presenting of reports. The course is suitable for experienced report writers who want feedback on their material – for or staff who are new to the process and require some guidance.

### Programme objectives

By the end of this programme, delegates will be able to:

1. Plan and construct different types of reports
2. Follow the in-house report template
3. Write clearly, using third person language
4. Use punctuation correctly
5. Edit, review and proof-read work.

### Further information

The programme can also incorporate advice on any in-house report structures such as committee or cabinet reports. This can be carried out in partnership with Member Support, if required.

**Duration:** Half day overview or one day intensive, split into two half days