

HOW TO SUCCESSFULLY WRITE REPORTS AND PROPOSALS

Workshop - 3 hours

\$215.00 plus gst

One-to-one training (per hour)

\$180.00 plus gst

Writing clearly, effectively and concisely for business is essential to ensure documents are read, understood and generate the desired outcome. At this workshop you will learn how to increase the clarity, impact and professionalism of your reports and proposals.

WHO SHOULD ATTEND:

Staff or managers who write business reports or proposals for their organisations

BENEFITS:

You will learn how to make report writing simpler and receive tools and tips for producing well structured documents and reports in less time, with greater results

TOPICS:

Reports

- ▶ What is a report?
- ▶ The report writing process – design and construction
- ▶ Understanding the brief and audience and research the information
- ▶ Plan the report
- ▶ Writing introductions, presenting findings, conclusions and recommendations
- ▶ Examples of a good report

Proposals

- ▶ What is a proposal?
- ▶ Project proposals – making a convincing case
 - understanding the criteria
 - the goals and intent of the recipient
- ▶ The building blocks of a proposal
- ▶ Planning sheet and checklist
- ▶ Summary and handy tips

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.