

COURSE OVERVIEW SS0540 **Basic Report Writing**

Course Title

Basic Report Writing

Course Date/Venue

Session 1: April 05-09, 2025/Meeting Plus 9,
City Centre Rotana Doha Hotel,
Doha, Qatar

Session 2: November 29-December 03,
2025/Meeting Plus 9, City Centre
Rotana Doha Hotel, Doha, Qatar



Course Reference

SS0540

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs



Course Description



This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using “Microsoft Office” applications.

Effective business writing skills convey a credible message and project a professional image. Whether you are writing formal reports or composing e-mail, a polished communication style is key.



In this advanced practical hands-on course, participants will gain the skills to create more effective business documents and reports. Persuasive documents that are reader-centric result in greater business efficiency, increased profitability and a higher level of customer satisfaction.



The course analyses business writing from the earliest stages of identifying the reader and the objectives to the effective presentation of the complete document. It is a highly practical course, giving delegates the opportunity to analyze business writing in terms of style and grammar, and to assess their own and their company's policy for the revision and checking of documents before they are issued. Methods of structuring business document are suggested and practiced, and an exercise completed at the end of each day is reviewed by the tutor and discussed in detail on the next day.

Summaries are increasingly important: they make an initial impact, particularly on senior management, and may be used by readers who will never need the full report. The course includes discussion of summary writing and the opportunity to put ideas into practice.

Although the course is primarily concerned with reports, delegates often ask for advice about other forms of technical documentation, such as correspondence, specifications and procedures; the tutor is happy to discuss such needs, within the group if it is appropriate or individually.

The course aims to create a noticeable improvement in the standard of written documents through an intensive program of advice, tutoring and practical exercises. It includes how to meet the needs of readers with different levels of technical knowledge and how to deal with terminology, abbreviations, diagrams, graphs, references, etc. The program includes a daily quiz to see how well the trainees have improved their writing quality.

Course Objectives

Upon the successful completion of this course, you will be able to:-

- Apply and gain a comprehensive knowledge and skills on business writing
- Write compelling documents that focus your message
- Compose targeted messages using a standard writing process
- Improve document comprehension with grammar and punctuation
- Produce winning proposals, recommendation reports and executive summaries
- Create effective written communications that drive your business
- Develop a clear and persuasive writing style

Exclusive Smart Training Kit - H-STK®



*Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.*

Who Should Attend

This course provides an in-depth knowledge and skills on business writing for those who want to improve their business writing skills and is particularly appropriate for managers, supervisors and senior officers at all levels or management-track professionals. A strong proficiency in the English language, a basic knowledge of English grammar, and business-level English speaking and writing skills are essential. Experience with Microsoft Word is helpful.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours.

Certificate Accreditations

Certificates are accredited by the following international accreditation organizations:-

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

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The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units** (CEUs) in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.



Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



Dr. Chris Le Roux, PhD, MSc, BSc, PMI-PMP, PMI-CAPM is a **Senior Project & Management Consultant** with over **30 years** of teaching, training and industrial experience. His expertise lies extensively in the areas of **Project & Contracts Management Skills, Project & Construction Management, Project Planning, Scheduling & Control, Project Management, Project Delivery & Governance Framework, Project Planning & Delegating, Risk, Budgeting & Cost Management** in Projects, **Project Management Practices, Project Management Disciplines, Project Risk Management, Risk Identification Tools & Techniques,**

Project Life Cycle, Project Stakeholder & Governance, Project Management Processes, Project Integration Management, Project Management Plan, Project Work Monitoring & Control, Project Scope Management, Project Time Management, Project Cost Management, Project Quality Management, Quality Assurance, Project Human Resource Management, Project Communications Management, Contract Management, Tender Development, Contract Standards & Laws, Dispute Resolution & Risk Identification, Myers-Briggs Type Indicator (MBTI), Organization Development Consultation, Advanced Debriefing of Emotional Trauma, Interpersonal Motivation, Model Based Interviewing, Leadership Orientation Programme, Leading People & Change, Embracing Innovation Culture Coaching & Motivation, Creative Thinking & Problem-Solving Techniques, Techniques for Coaching & Mentoring, Strategies for Setting Annual Goals, Monitoring Progress & Evaluation Performance, Emotional Intelligence, Presentation Skills, Communication & Interpersonal Skills, Effective Communication & Influencing Skills, Effective Business Writing Skills, Writing Business Documents, Business Writing (Memo & Report Writing), Leadership & Team Building, Psychology of Leadership, Interpersonal Skills & Teamwork, Coaching & Mentoring, Innovation & Creativity, Office Management & Administration Skills, Controlling Your Time & Managing Stress, Crisis Management, Strategic Human Resources Management, Change Management, Negotiation Skills, Strategic Planning, Risk Analysis & Risk Management, Global Diverse & Virtual Teams Operation, Exceeding Customer Expectations, Corporate Governance Best Practice, Business Performance Management & Improvement, Building Environment of Trust & Commitment, Win-Win Negotiation Strategies, Quality Improvement & Resource Optimization, Neuro Linguistic Programming (NLP), Personal Resilience Developing, Effective Role Modelling & Development, Managing Dynamic Work Environments, Organizational Development, Career Management, Situation & Behaviour Analysis, Interpersonal Motivation Skills, Inventory Management and Financial Administration. Further, he is also well-versed in Water Supply System Security, Vulnerability & Terrorism, Integrated Security Systems, Incident Threat Characterization & Analysis, Physical Security Systems, Security Crisis, Security Emergency Plan, Command & Control System, Preventive Actions and Situation Analysis. He was the **Psychologist & Project Manager wherein he was responsible in the project management and private psychology practices.**

During his career life, Dr. Le Roux has gained his academic and field experience through his various significant positions and dedication as the **Director, Medico Legal Assessor Psychologist, Training & Development General Manager, Project Manager, Account Manager, Commercial Sales Manager, Manager, Sales Engineer, Project Specialist, Psychology Practitioner, Senior HR Consultant, Senior Lecturer, Senior Consultant/Trainer, Business Consultant, Assistant Chief Education Specialist, ASI Coordinator, Part-time Lecturer/Trainer, PMP & Scrum Trainer, Assessor & Moderator, Team Leader, Departmental Head, Technical Instructor/Qualifying Technician, Apprentice Electrician: Signals and Part-Time Electrician** from various companies and universities such as the South African Railway (SAR), Department of Education & Culture, **ESKOM**, Logistic Technologies (Pty. Ltd), Human Development: Consulting Psychologies (HDCP) & IFS, Mincon, Eagle Support Africa, Sprout Consulting, UKZN, Grey Campus, Classis Seminars, CBM Training, just to name a few.

Dr. Le Roux has a **PhD in Commerce Major in Leadership in Performance & Change**, a **Master's degree in Human Resource Management**, a **Bachelor's degree (with Honours) in Industrial Psychology**, a **National Higher Diploma** and a **National Technical Diploma in Electrical & Mechanical Engineering**. Further, he is a **Certified Project Management Professional (PMI-PMP)**, a **Certified Associate in Project Management (PMI-CAPM)**, a **Certified Scrum Master Trainer** by the VMEdU, a **Certified Instructor/Trainer** and a **Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)**. Moreover, he is a **Registered Industrial Psychologist** by the Health Professions Council of South Africa (HPCSA), a **Registered Educator** by the South African Council for Educators (SACE) and a **Registered Facilitator, Assessor & Moderator** with Education, Training and Development Practices (ETDP) SETA. He has further delivered numerous trainings, courses, seminars, conferences and workshops globally.

Course Fee

US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Training Methodology

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

20% Lectures

80% Practical Exercises, Case Studies, Games, Customized Videos, Site Visits, Simulations, Role Play, Group Skill Sessions, Outdoor & Indoor Activities

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

Accommodation

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.

Course Program

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

Day 1

0730 – 0800	<i>Registration & Coffee</i>
0800 – 0815	<i>Welcome & Introduction</i>
0815 – 0830	PRE-TEST
0830 – 1000	Why Good Business Writing Matters <i>Improving the Bottom Line</i>
1000 – 1015	<i>Break</i>
1015 – 1115	Why Good Business Writing Matters (cont'd) <i>Enhancing your Professional Image</i>
1115 – 1215	Why Good Business Writing Matters (cont'd) <i>Increasing your Business Effectiveness</i>
1215 – 1230	<i>Break</i>
1230 – 1420	The Business Writing Process <i>Kick-Starting with Prewriting</i>
1420 – 1430	Recap
1430	<i>Lunch & End of Day One</i>

Day 2

0730 – 0930	The Business Writing Process (cont'd) <i>Drafting and Revising</i>
0930 – 0945	<i>Break</i>
0945 – 1100	Building a Grammar Toolbox <i>Applying the Fundamentals</i>
1100 – 1215	Building a Grammar Toolbox (cont'd) <i>Adopting an Appropriate Style</i>



1215 – 1230	Break
1230 – 1420	Writing Persuasively <i>Identifying your Audience's Needs</i>
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 3

0730 – 0930	Writing Persuasively (cont'd) <i>Establishing Credibility</i>
0930 – 0945	Break
0945 – 1100	Crafting Powerful Reports <i>Framing the Problem</i>
1100 – 1215	Crafting Powerful Reports (cont'd) <i>Recommending a Solution</i>
1215 – 1230	Break
1230 – 1420	Producing Winning Proposals <i>Implementing a Proposal Development Process</i>
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 4

0730 – 0930	Producing Winning Proposals (cont'd) <i>Ensuring your Competitive Edge</i>
0930 – 0945	Break
0945 – 1100	Authoring a Solid Business Plan <i>Writing Mission Statements that Inspire Excellence</i>
1100 – 1215	Authoring a Solid Business Plan (cont'd) <i>Additional Business Plan Elements</i>
1215 – 1230	Break
1230 – 1420	Keeping Your Business on Track <i>Team Management Communications</i>
1420 – 1430	Recap
1430	Lunch & End of Day Two

Day 5

0730 – 0930	Keeping Your Business On Track (cont'd) <i>A Positive Approach to E-mail</i>
0930 – 0945	Break
0945 – 1100	Collaborating On Business Documents <i>Achieving a Unified Voice</i>
1100 – 1215	Collaborating On Business Documents (cont'd) <i>Synthesizing Input from Different Sources and Writers</i>
1215 – 1230	Break
1230 – 1345	Collaborating On Business Documents (cont'd) <i>Coalescing Different Thinking Styles Into a Cohesive Whole</i>
1345 – 1400	Course Conclusion
1400 – 1415	POST-TEST
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	Lunch & End of Course



Hands-on Practical Sessions

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using “MS Office” applications.



Course Coordinator

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