

Producing Project Reports

Course length: 3 hours*

Course Code: 100594BT044

This course will help you to research, write and present effective business reports.

Benefits for the Learner

As a manager, you will often be called upon to present information in a clear and accurate report format. It's crucial that you know what to include, how to research it and how to present it effectively.

This course looks at the practical aspects – and the unwritten rules! – of producing effective project reports. You'll learn how to decide what to include, how to gather background information, how to structure your report and how to communicate numerical and visual information clearly.

Benefits for the Business

As your business grows, more and more of the information you rely on to make crucial decisions is produced by other people. The future direction of your business may well depend upon the findings or recommendations of a project report.

This course gives managers responsible for producing reports the necessary skills to research, gather and present reliable information accurately and clearly.

What You Get From This Course

Having completed this course, you will be able to:

- Identify what to include in reports
- Gather the information required
- Structure reports effectively
- Communicate numerical information clearly
- Incorporate visual material to make a greater impact

What Does the Course Cover?

- Gathering information
- Producing effective reports

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 3 hours to complete.

*Courses are accessible for six months from the date of purchase.