



## Writing Reports and Proposal Training

It can be difficult and time-consuming to create reports and proposals for buyers. It can provide another organisation a view into your procedures and systems and reflect on your overall professionalism. Your team can increase the potential of any report or proposal with advanced writing skills. Learning how to write clearly, concisely and contextually will influence the results of the finished product.

This training option will help you to overcome the difficulties associated with writing reports. You will be able produce a professional report and a proposal in a timely and efficient manner after the session.

## **Course Overview**

The first part of the day will be spent getting to know the participants and discussing the workshop. Students will have the opportunity to identify their learning goals.

### **At the end of this workshop, participants can:**

- Develop excellent reports and proposals.
- Identify the ways in writing reports and proposals properly.
- Adhere guiding principles when writing proper reports and proposals.

## **The Stages of Report Writing**

This session will introduce the four stages of report writing: investigating, planning, writing, and revising.

### **The First Stage – Investigating**

The first step is to gather the information for your report. In this session will give participants some guidelines to ensure that what they gather is accurate.

### **The Second Stage – Planning**

Next, participants will learn how to plan a report based on information gathered during the first stage.

### **The Third Stage – Writing**

This session will give participants some ways to ensure that their writing is clear, concise, complete, and correct.

### **The Fourth Stage – Revising**

In this session, participants will learn about the importance of revision, including spelling and grammar checks.

## **Using Headings**

This session will provide a brief introduction to organizing a report.

## **Charts and Graphs**

Next, participants will learn the right way to add charts and graphs to their report.

## **The Proposal**

During this session, participants will learn how writing a proposal is different from writing a report. Participants will also review the ten steps to successful proposal writing.

**Persuasion**

This session will look at finishing touches for a report, including steps in the persuasion process, how to design your message, and how to deal with tough questions.

**Practical Application**

To summarize all that they have learned, participants will peer edit each other's work.

**Giving Credit**

This final session will focus on documentation methods and styles.

**Workshop Wrap-Up**

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.

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