



Effective Report Writing Training

Day One

Session – Participant Introductions and Course Objectives

Introductions – participants and instructors
Course objectives and schedule
Group exercise – Icebreaker

Session – Audit Process

Group discussion – What makes an audit report great?
Audit report's goal

Session – Communicating in Today's World

Communicating in today's world – why writing matters
Group discussion – Challenges in report writing

Session – Principles of Effective Writing

What are the principles of effective writing?
Focus
Shorter is always better
Group discussion – Write like you speak
Group exercise – Drop the jargon
One thought per sentence
Keep paragraphs short
One thought per paragraph
Activate the passive
Uncover hidden verbs
Numbers, Acronyms, Pronoun We
Key learnings

Day Two

Previous day feedback

Session – Principles of Effective Writing *cont'd*

Readability ease
Inverted pyramid

Session – Communicating Effectively

Using inverted pyramid for paragraphs
Group Exercise – Prioritizing information
Group exercise – Synthesizing data
Finding the right structure
Creating scannable text
Group exercise – Using headings to increase scanning ease
Using visuals
Key learnings

Day Three

Previous day feedback

Session – Refresher on the Audit Process

Importance of a well written audit plan
Overview of the audit process

Session – Influencing Positive Change

Crafting messages
Recommendations
Role of tone
Exercise – Writing executive summaries
Writing executive summaries – Exercise debrief
Importance of edit
Effective feedback
Group discussion - What keeps you from writing great audit reports?
Group exercise – Force field analysis
Takeaway
Closing words
Evaluations