



WRITING MODEL FOR REPORTS AND DOCUMENTS



Course Information

Course Name	Writing Model for Reports and Documents
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Hazard Communication
Course Duration	10 minutes

Course Overview

Discover how to effectively write reports and longer documents in this training course that outlines practical techniques for improving your communication skills to ensure success. You'll look at the importance of organising your information in a way that is meaningful for your readers and allows them to find what they need quickly and easily. Then, we'll provide techniques for creating an outline to help get you organised and on track before writing your document. You'll also learn how to use headers effectively to group information, especially when working with longer emails, reports, technical documents and proposals. Featuring clear and practical instruction, the course helps you develop your professional writing skills. The course qualifies as 1 hour of Professional Development Units for certification with the Project Management Institute.

Writing Model for Reports and Documents

Who should attend?	• Health and Safety Officer • Risk Manager • Health and Safety Representative • Project Managers
Course Objectives	• Employ the heading model of writing to effectively present information • Create an outline to organize your information before you write • Utilize strategies and techniques that help bring clarity to your writing
Benefits	• Carry out an audience analysis • Give serious consideration to your content and how it should be organised • See the document's creation as an important and time-consuming task

Course Content

Course Modules	1. Introduction 2. About the Course 3. Step 1 4. Step 2 5. Step 3 6. Step 5 7. Assessment
Certification	• Certificate of competence • Certificate of attendance
Assessments	• If applicable, an assessment at the end of the course will be required. • A minimum of 60% is to be achieved to attain a Competence Certificate. • If you achieve lower than 60% but get between 40 – 59% a second attempt will become available. • If you get lower than 40% and fail the second attempt, you will need to re-purchase the course. • If applicable, an attendance certificate will be awarded to you

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental, Risk and Quality (SHERQ) management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:

- ISO and SHERQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, 22301 and 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and environmental, quality management solutions into a single management system to comply with various environmental, quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business and Project Management to meet the job responsibilities and expertise requirements of the International Standards.
- ISO and Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training and auditing