



BUSINESS REPORT WRITING SKILLS



Course Information

Course Name	Business Report Writing Skills
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Hazard Communication
Course Duration	15 minutes

Course Overview

Tired of writing long, convoluted business reports that go unappreciated? This course will teach you how to write a report that stands out for all the right reasons. The course introduces the POWERS system, which walks you through the process of creating a report from preparation to hitting the send button. You'll gain practical tips that you can apply to your reports right away, such as which graphs to use and which to avoid, as well as general advice that will help you structure your reports for readability and professional presentation. This short 15-minute course includes video and audio narration for an engaging learning experience.

Business Report Writing Skills

Who should attend?	• Health and Safety Officer • Team leader/Supervisor/Foreman • Health and Safety Representative • Project Managers
Course Objectives	• Create professional business reports using the POWERS system • Write and organize your reports for easy reading • Master using tools like diagrams and illustrations to add visual interest and credibility
Benefits	• Report planning skills • Structuring a report well • Good writing style and language • Design and layout • Persuade and influence effectively

Course Content

Course Modules	1. Concepts Common to Reports and Briefings 2. Ethics in report writing 3. The Briefing 4. The Written Report: Its content and structure and style 5. Illustrating the Results: This includes a worked example; clarity, tables and graphs and space. 6. Report Completion: summaries and abstracts and appearance 7. The Executive Summary: The four major points; careful writing, common mistakes of executive writing 8. Key Points of Writing Executive Summaries 9. The Four Major Points Emphasising Summarising 10. Common Mistakes 11. How-To Involve Careful Writing
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 and ISO 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various 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 International Standards.
- ISO, 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.