



Report Writing and Meeting Preparation

NQF Level 4 Unit STD - 12153, 242816 *Accredited Short Course*

Workshop Outline

- Determine the purpose and recipients of a report
- Investigate and collect information and sources
- Evaluate and organise information
- Prepare the outline
- Organise the report
 - Report sections, covers, Title page, Table of contents and Executive summary
 - Body of the report, Appendices, Terms of reference and Reference list/Bibliography
 - Write the report and recipients
 - Distribution, Deadlines and Feedback

Objective

By the end of this course you will understand the difference between writing a report and writing an essay, how to plan, prepare, write, proof read and distribute a business report, and finally be able to make the necessary changes and amendments to the report from the feedback received.



About Edge Training

With an extensive track record spanning over 22 years in training, Edge Training boasts a Level 1 BBBEE Scorecard, a nationwide presence, and full accreditation with multiple SETAs. In collaboration with our BEE partners, we are wholeheartedly committed to addressing Skills Development Challenges within the BEE framework in a substantial manner. Whether you're in need of an Accredited Short Course, a comprehensive Soft Skills Workshop, or a Learnership programme, our team of highly skilled and dedicated professionals stands ready to provide tailored solutions. We handle all aspects of sourcing learners and managing the necessary requirements for disabled and unemployed Learnerships. Furthermore, the majority of our Learnerships and Workshops are conveniently available as online courses, making your learning accessible and flexible.

Get in Touch

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