

EFFECTIVE REPORT WRITING 2 DAY WORKSHOP

Do you want to?

- Write reports in a fraction of the time you are writing it now?
- Impress the readers of your report?
- Deliver a stunning report?
- Satisfying your boss's expectations?
- Communicating your findings convincingly?

17 & 18 SEPTEMBER

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Dear Member

Very few people like to write reports. This workshop will not only make it very easy for you to write reports, but will save a lot of time, up to 80% of the time you usually spend writing reports.

We are going to convince you that you can even enjoy the art of writing reports.

We are going to give you the skills where the reader(s) of your report will say, "Wow, what a great report!"

In business, confronted with a request for a 'report' to a senior manager, many people struggle to know what to write.

Do you want to?

- Write reports in a fraction of the time you are writing it now?
- Impress the readers of your report?
- Deliver a stunning report?
- Satisfying your boss's expectations?
- Communicating your findings convincingly?
- Get your recommendations accepted?
- Develop in your report a logic that no-one can punch holes in?
- Writing different reports to different people who think differently?
- Beat procrastination and keep putting writing the report off till the last minute?

Then this workshop is for you!

**17 & 18 September
08:00 - 16:00**

Costing
DCCI Members: R1700.00
Non Members: R2200.00

Venue:
Durban Chamber of Commerce and Industry
Conference Centre,
Lion Match Office Park
892 Umgeni Road
[Google Map](#)

NB: For enquiries contact [Prudence Sakala](#) on 031 335 1000

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