

Corporate Report Writing

Course Duration: 2-day; Instructor-led

Time Schedule: 9am-5pm

Lunch: 1:00pm- 2:00pm

Morning Tea-break: 10:30am-10:45am

Afternoon Tea-break: 3:30pm -3:45pm

INTRODUCTION

In the world of business, producing concise and effective reports are integral. Valuable ideas no matter the magnitude must be conveyed well. Hence effective writing skills play an important role. The power of effective report writing contributes significantly to organisational productivity, efficiency, and profitability in today's rapidly changing business world. This skill is a platform for those with sound syntax, good vocabulary, and formatting to express themselves clearly, concisely and with maximum effect.

PROGRAM RATIONALE

Around the world, organizations are transitioning to a more complete, concise, and streamlined approach to corporate reporting. Many have adopted the Integrated Reporting <IR> Framework to embed integrated reporting and integrated thinking into their annual reporting cycles, operating activities, and strategic planning. Reduced silos, improved decisions and a holistic approach to communication are cited as important benefits of integrated reporting. The Framework enables a business to bring these elements together through the concept of 'connectivity of information' to best tell an organization's value creation story.

TARGETED PARTICIPANTS

This programme is designed for middle and top management who is required to write technical and integrated reports who are supposed to communicate the organisation's strategy, governance, performance, and prospects, in the context of its external environment, create preserve or erode value in the short, medium, and long term

REQUIREMENTS

- Essential for the participants to have a good level of English, the very least intermediate to upper-intermediate
- Participants are highly encouraged to bring along their own laptops for the practical session at the end of each module

ASSESSMENT TECHNIQUES

- I. A Pre and Post-Training Test will be provided before the workshop commences and at the end of the program
- II. MCQ questions via an online platform will be specifically designed to evaluate the participants' realization of the programme
- III. This is also to gauge the participant's level of competency upon workshop completion

PROGRAM OUTCOMES

At the end of the programme, participants will have achieved the following:

- Enhance and upskill managers in drafting corporate reports to the Management and Board
- Identify and write effectively for the purpose: to inform, respond or persuade
- Write in a clear, concise, and organized manner
- Understand how to proofread to produce a more focused, polished, and effective business document
- Produce significant quality of Integrated Reporting
- Structure technical reports and documents more effectively
- Assess best use of graphics and where to place them
- Write and edit clearly and concisely

WHAT WILL THE PARTICIPANTS GAIN

- Improved and enhanced technical report writing skills
- Determine a report's scope and depth prior to putting pen to paper
- Provide tools for identifying their report's main points and supporting details
- Able to highlight common mistakes report writers make
- Concrete guidance for developing integrated reports

METHODOLOGY

As the focus is on skills training, the approach of the program is a practical one, i.e. "Learning by Doing". This is a highly participative and interactive program using a variety of training techniques. Participants will have ample opportunities to practice with work related training material.

The approaches would include:

- Short lectures to reinforce the basics
- Liberal use of discussions to enhance understanding and confidence
- Individual and group exercises that are workplace oriented
- Video presentations
- Extensive use of training activities including exercises, quizzes, role-plays, and games that stimulate learning and participation

Throughout the training, participants will practice what they learnt by writing their own well-structured work-related reports and critique, edit, analyse, and improve their writing at each level of the process.

Course Contents

Day 1

CONTENTS / SUB-CONTENTS	METHODOLOGIES	DURATION
Pre-Assessment 10 minutes Written Test (MCQ questions) - Discussion on Pre-Test	Online Assessment via Google Form	¼ hour
Module 1: Technical Report – the Fundamentals <i>Introduction & Ice-breaker</i> - Technical Reports – What They Do - Analysis of Bad Reports - Encoding vs Decoding and Interpret Information - Reader Friendly Technical Reports	<i>Theory</i> <i>Samples of good reports</i> <i>Writing Assessment</i>	¾ hour theory ¾ hour practical
Morning Tea Break		¼ hour
Module 2: Objectives – Primary, Secondary, Tertiary - The Audience and Assumptions - Data, Information and Details Required - Levels of Quality Information - Information Quality Control Tools &	<i>Theory</i> <i>Grammar Quiz</i> <i>Assessing Precision & Accuracy of Technical Reports</i>	¾ hour theory ¾ hour practical
Lunch & solat zohor		1 ¼ hours
Module 3: Strategy – Structuring the Framework - How the Mind Understands Information - Logical and Sequential Thinking Skills Builder - Technical Report Structure, Layout, Format - Components of a Technical Report	<i>Theory</i> <i>The Flow –Complex Technical Information</i>	¾ hour theory ¾ hour practical
Evening Tea Break		¼ hour
Module 4: Generating the Report - Clarity in Reporting – Emphasis, Active Voice - Technical Report Tones for Style and Impact - Using Bullet Points and List - Visual Literacy – Images, Charts, Graphs, Pictures, Diagrams, Sketches, Tables	<i>Theory</i> <i>Active vs Passive Voice</i> <i>Managing Redundancy</i> <i>List of Abbreviations, Acronyms and Double</i>	¾ hour theory ¾ hour practical
End of Day 1		8–8 ½

Day 2

CONTENTS / SUB-CONTENTS	METHODOLOGIES	DURATION
Module 5: Components of an Integrated Report I - Strategy & resource allocation - Organisational overview and external drivers - Business models <i>Writing Practice session</i>	- Theory - Short, medium, long-term blueprint - Culture, ethics, values - Key qualitative information	$\frac{3}{4}$ hour theory 1 $\frac{1}{4}$ hour practical
Morning Tea Break		$\frac{1}{4}$ hour
Module 6: Components of an Integrated Report II - Governance - Opportunities and risks - Future outlook - Performance <i>Writing Practice session</i>	- Theory - Leadership structure & strategic decision process - Key stakeholders - Internal vs external risks and mitigation prospects - Timeline development	$\frac{3}{4}$ hour theory 1 $\frac{1}{4}$ hour practical
Lunch & solat zohor		1 $\frac{1}{4}$ hours
Module 7: Completing the Integrated Report - Drafts to Final – Review, Edit and Test - Writing Impressive Conclusions - Precise Executive Summaries - Writing Software Effectively for Spelling, Punctuations, Grammar, Structure, Vocabulary, Homonyms	- Theory - IR's 6 guiding principles - Feedback system - Executive summary Practice	$\frac{3}{4}$ hour theory
Evening Tea Break		$\frac{1}{4}$ hour
Module 8: Journey towards Integrated Reporting - Where are you now? - Where do you want to be? - How do you get there? - Implement Integrated Reporting	Developing a Departmental Mini Report assignment	1 $\frac{1}{4}$ hours practical
Post-Assessment 10 minutes Written Test - Discussion on Post Test - Program Evaluation - Group photo	Online Assessment via Google Form	$\frac{1}{4}$ hour
End of Program		8–8 $\frac{1}{2}$ hours