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CONSULTANTS TO BUSINESS



“... providing unique training courses designed BY Managers for Managers.”

Management Training & Business Courses

The 30 unique training courses are part of the only program of its kind in Australia. It is for business owners, (small to medium), current managers wanting to upskill and staff intending to become a manager in the future. Trainees can select to do one or more of the 30 courses that they feel are currently relevant now in their career. Their training will also have a valuable benefit to the businesses they are working for. The courses are delivered uniquely and easily on-line, any time and on any device. Also included with the training is online tutoring, mentoring and assessment.

Report Writing & Presentation Skills

Report Writing

1.0 Introduction

2.0 Types of reports

- 2.1 Periodic
- 2.2 One-off short reports
- 2.2 Research
- 2.3 Reports for presentation at meetings
- 2.4 Formal/Informal
- 2.5 Administrative

3.0 Format

- 3.1 Standards
- 3.2 Planning a structure
- 3.3 Introduction/Executive summary
- 3.4 Creating sections
- 3.5 Summary/recommendations

4.0 Reason for a report

4.1 Information

4.2 Progress

- 4.3 Problem resolution
- 4.4 Business case
- 4.5 Financial performance
- 4.6 Feasibility study
- 4.7 Performance analysis

5.0 Focus of a report

- 5.1 Immediate superior
- 5.2 Senior management
- 5.4 Executive management
- 5.4 Department/Division
- 5.5 Subordinate managers/supervisors

6.0 Report content

- 6.1 Executive summary
- 6.2 Purpose/Aims/Objectives
- 6.3 Scope
- 6.4 Analysis
- 6.5 Recommendations
- 6.6 Summary
- 6.7 Attachments

7.0 What makes a good report?

- 7.1 Presentation
- 7.2 Readability
- 7.3 Interest level
- 7.4 Content
- 7.5 Timing
- 7.6 Data

Purpose:

To develop the skills required to prepare professional reports and presentations.

Aims:

To understand the various types of reports used in an organisation along with the attributes for making a good report or presentation.

Objectives:

As an outcome of completing this topic you will be able to:

- a. Identify types of reports.
- b. Develop the concepts for preparing a quality report.
- c. To determine what makes a good report.
- d. Establish the focus of a report.
- e. Importance of understanding the reason and purpose of a report.
- f. To be able to create a professional presentation.

These are regular reports, e.g. monthly which are designed to report on progress against objectives.

They may also be progress reports on special projects.

The length of these reports is important. They should not be lengthy. Statements of progress and actions taken with respect to specific issues, along with a summary are generally all that is required.

Presentation Skills

1.0 Establishing the message

1.1 Propose of the presentation

1.2 Target audience

1.3 Required outcome

2.0 Content of a good presentation

2.1 Clarity

2.2 Focused on key issues

2.3 Information overload

2.3.1 Quality not quantity

2.3.2 Figures

3.0 Knowing your audience

4.0 Maintaining interest

5.0 Sources of visual aids

6.0 Summary

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Introduction

Reports are an important function of a manager's role and can be an effective measure of the manager's ability to research and compile data, and to communicate a message or ideas. They are also an essential feature for developing and managing an organisation in terms of providing information, feedback, and communicating a message.

There are a wide range of reports used by organisations which may be categorised as formal or informal, depending on the level of information to be provided and the purpose of its use. For example a Company 'Annual Report' is probably the ultimate in formal reporting.

In this module we will be concentrating on those types of reports which middle-level and front line managers can be expected to develop.

The application of presentation skills are extremely important mediums which managers must be able to master in order to communicate in a competent and professional manner.

These skills also provide a valuable opportunity for managers to clearly demonstrate their ability as effective communicators.

Some managers will have natural abilities in these areas which enable the acquisition of these skills to come easily whereas others may rely on experience and maturity.

In most cases the latter will be the norm particularly in the area of line management.

However, this does not suggest that all managers cannot be good communicators through these mediums. However the required attributes must be practised and self-assessment applied on a regular basis.

Including Online Tutoring, Mentoring and Assessment.

Course report available to the employer, on request.

Testimonials of Excellence

"Even with my 10 years' experience in a service department as a supervisor, this course has given me more confidence and direction, I now see things from a management perspective and am able to deal with situations more competently."

Stephen W, OCE (Australia)

"My job satisfaction has increased and I believe that I am becoming a more valuable contributor to my organisations operations."

Lindsay W, Service Solutions P/L (Australia)

"Excellent, first class content. Balanced delivery. The value of this course is the scope. It covers the many aspects of management and provides a very good understanding of all the areas covered."

Tom McD, Siemens Nixdorf (Australia)

"It enables the line manager to effectively converse with, and understand other departments in an organisation."

Martin B, Schindler Lifts (Australia)

YES - we would like further information on the training courses for our staff and members, and also receive a FREE business publication.

Contact Garry Prigg for more information -

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Garry Prigg
FOUNDER AND CEO
International
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"These courses will be invaluable to business owners and their staff to upskill on specific business training needs."