Weekend Skills Development Workshop

**Report Writing skills and techniques course**

**Write confidently and persuasively**
- Tools for data collection, analysis and documentation
- Structuring your report for impact
- Write clearly and correct style for leaders
- Techniques for language and grammar
- Mind mapping a report and proofreading tools
- Techniques for writing executive summary

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A good report is a tool to enable and support critical decision making. The course is designed to provide delegates ability to use report as an advocate for a favorable course of action. The Course is designed for the people who are required to write professional report. It provides techniques and skills to make writing process easier and resulting doc-

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**Highlights**
- How to identify your readers and their priorities
- Techniques for efficient and effective data gathering
- Learn 10 best practices for structuring your report
- 7 techniques for choosing word that support your message without distracting readers
- Learn how to choose right image to support your content
- How to write a compelling business case
- 7 Techniques of editing for maximum impact

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**More information**

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**Fee:** Tzs. 100,000

**Venue:**
EMAC Training Room 14

**Contact person:**
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or
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**Facilitator:** Rev. Sako Mayrick