

Writing Reports and Proposals

Course Brochure

Writing Reports & Proposals

Course Overview

Employees & managers at any level in business, government, or industry, must write reports. This course is intended to help you do the writing your job demands. It would teach you how to write in a clear, concise manner and how to convey your message in the appropriate tone. The workshop will help you to identify the range of this kind of writing, the forms it takes, and the persuasive techniques it requires.

Delivery Option

Weekday

Duration

2 days

Course Location

Lagos





Course Content

Outline

- ✓ Becoming a Good Writer
- ✓ The Nine Rules of Writing
- ✓ Readability Index
- ✓ Creating Proper Paragraphs
- ✓ Unity and Coherence
- ✓ Emphasis
- ✓ Active and Passive Voice
- ✓ The Stages of Report Writing
- ✓ The First Stage: Investigation
 - Search Strategies
 - Citing Sources
- ✓ The Second Stage: Planning
- ✓ Audience
- ✓ Format
 - Using the Correct Format
 - The Direct Approach
 - The Indirect Approach
- ✓ Organization
- ✓ The Third Stage: Writing
 - Drafting Your Report
 - Creating a Report
- ✓ The Fourth Stage: Revision
- ✓ Formal Reports



Course Benefits

For Whom

- | | | |
|------------|------------------------|------------------|
| ✓ Everyone | ✓ Working Professional | ✓ Business Owner |
|------------|------------------------|------------------|

Everyone/ Working Professional

- Learn how to present information about yourself in a professional manner.
- Prepare reports and proposals that inform, persuade, and provide information
- Proofread your work so you can feel confident it is clear, concise, complete and correct
- Learn the value of good written reports as a communication tool

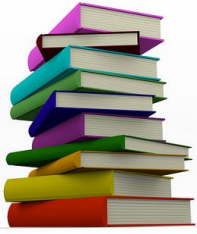
Business Owner

- Helps reduce absenteeism as a result of stress related illness.
- Learn how to achieve optimum performance from your employees by reducing workplace stress.
- Helps you reduce the amount expended on stress related illnesses.
- Develop techniques to manage personal stress.



Course Fit For

Industry/Sector	Discipline
<ul style="list-style-type: none">✓ All Sectors	<ul style="list-style-type: none">✓ All Individuals✓ Working Professionals✓ Business Owner



What you get

- Certificate of Completion
- Specialized course manual and workbook
- Expert Facilitator

Support Materials

- Refreshment (Tea & Lunch)
- Placement support (*Optional*)

Course Pack



Course Approach

How We Deliver The Course

- A facilitator will lead the sessions
- Case studies and videos will be used to apply taught concepts
- Participant will work in groups to solve problems
- Participants will complete various tasks

4	5	6	7	8	9
T	W	T	F	S	S
20	21	22	23	24	25
T	F	S	S	M	T

Course Calendar

Location	Dates for Upcoming Classes
Weekday	
Lagos	Contact Us

Options	Days & Time for Classes	
	Training Days	Training Time
Weekday	Mon - Fri	9 am - 5 pm
For training dates for subsequent months kindly contact our course coordinator.		



Course Fees

Locations	Fees	
	Registration	Tuition
Lagos	₦5,000	₦34,000



Payment Policy

Registration Policy

- ✓ Reg. closes 2 weeks before lectures
- ✓ Late reg. will attract N3000 additional admin fee
- ✓ Reg. fee should be paid to P&F Accounts
- ✓ Reg. fee is non-refundable
- ✓ After reg. payment complete reg. form on our website

Tuition Policy

- ✓ Tuition can be paid one off or in instalment
- ✓ Installment payment will be paid in 2 equal instalment
- ✓ To commence lectures full/half tuition must have been paid
- ✓ Tuition is non-refundable, but can be transferred to other courses
- ✓ Tuition for classes attended is non-refundable

Account Name: Piston & Fusion Ltd
Account Number: 2015242578
Bank: First Bank of Nigeria



Steps To Enroll

Steps

1. Pay the registration fee a week before training kick off
2. Send your payment details to fees@pistonandfusion.org
3. Visit www.pistonandfusion.org click on register now tab and complete Registration form.
4. Upon confirmation of your registration an electronic receipt will be sent to your mail.
5. Pay the tuition on or before the tuition deadline date.
(Flexible payment option available)

Contact Us

Location	Addresses
Lagos	122A Obadina Street, Omole Phase 1, Ikeja Lagos
Mobile: +234 (0) 8185744692, +234 (0) 8086615585	
Email Address: info@pistonandfusion.org Website Address: www.pistonandfusion.org	