



THE SNAPSHOT

What you will learn

Understanding the 17 steps to effective writing, you will be able to prepare more powerful reports for your work. Through demonstrations, case studies, home work, and collaborative peer reviews, you'll learn synthesising information, structuring content along a chain of thought, reviewing your draft and adding clear visuals.

THE DETAILS

Grab your readers' attention - or they won't be yours. Create curiosity at the start. If you read this, you probably want to know what those 17 steps are, right? (The '9 things you didn't know' is a cheap clickbait trick you've certainly seen in abundance on the net).

Whatever we write - a progress report, a briefing note, or an article - we compete for our readers' time and attention. **A good report is one that is read, understood, and used.** Be under no illusion - many reports don't even pass the first hurdle.

Professional report-writing is essentially about increasing our chances to pass all three hurdles. Seek the reader's attention, maintain his/her interest, and ensure that there'll be some take-aways even if the report is not read in its entirety.

Facilitator expertise

Patrick Bolte originally learned writing as a freelance reporter with a local newspaper. Over the course of his career, he refined those skills in being succinct, structured and clear. In over 70 reports he authored or edited for Banyaneer, he also developed skills in using convincing visuals - maps, charts, photos and tables.

In this course we will learn how to prepare, write and review reports. One of the most common pitfalls relates to preparation gaps prior to the writing - this often leads to long and poorly-structured reports.

We will learn summarising information, building our chain of thought, writing convincingly and with a creative touch. We'll learn powerful practices of using visuals (to underscore your message). And we'll learn how reviewing what we've written ('write without fear, edit without mercy').

Since we best learn from practice, we'll do a fair bit of writing during this two-week course. Join this course if you're passionate about becoming a better writer, and able to commit to around ten hours of homework. We'll learn some rules and review each others' work in a collaborative spirit.

Target group
All humanitarian staff

Facilitator
Patrick Bolte

Cost
EUR 298.00
EUR 198.00 if booked by July 7th

Dates
August 17-28, 2020
Two weeks duration

Session days
• **Monday**
• **Wednesday**
• **Friday**

Session times (local)
• **07.00 - 11.00 Geneva**
• **13.00 - 16.00 Singapore**

[Click here for local times](#)
in your country.

AUGUST 17-28, 2020

Code: **PRW-AUG-17-T2**

BOOK