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| Workshop Title | Writing Professional Documents and Reports More Quickly |
| Why invest in this workshop? | Because most business reports take twice as long as they should to write yet they don't tend to be very professional, well-structured or easy to read |
| Who is it for? | Anyone with responsibility for writing documents (strategy papers, reports, business cases, contracts/legal docs, proposals, policy/process docs, research papers etc.) |
| What output(s) will attendees learn to produce? | <p>Attendees will produce a formal business document structure for a document or report that is relevant to their role in the business:</p>  <p>The screenshot shows the Silver Bullet website with a navigation bar at the top. Below the header, there are four main sections: 'About Silver Bullet', 'Consultancy Areas', 'Training Areas', and 'Working with Us'. Each section contains several icons representing different services. A table titled 'Silver Bullet Consultancy Services' and 'Silver Bullet Training Workshops' lists various services and their typical audiences. The table includes columns for 'Business/HR Outcomes', 'Consultancy Area', 'Typical Audience', and 'Silver Bullet Consultancy Services' or 'Silver Bullet Training Workshops'. The table lists services such as 'Product/Service Margin Analysis', 'Strategic Roadmap Development and Value Driver Identification', 'Business Planning', 'Organisation/Operating Model Design', 'Performance Management/Reporting Set up of HR, Project and Operational Frameworks, Methods and IT Systems', 'High-Performing Team Creation', 'People Management/Development', 'Process/Quality Management', 'Planning, Budgeting and Forecasting Performance Management (Team)', 'Project Management', 'Change Management', 'Business Case Development', 'Training Programme Management', 'Presentation Writing/Development', 'Public Speaking', 'Meeting Management', 'Organisation Skills', 'Email Management', and 'Professional Document Writing'.</p> |
| How will they produce it? | <p>MODULE 1: Planning and structuring the document</p> <p>1a (30 mins): Agree purpose/scope</p> <p>1b (30 mins): Use the pyramid principle to arrange content in a logical sequence</p> <p>1c (15 mins): Set-up the front-page imagery, summary details and headers/footers</p> <p>1d (45 mins): Layout sections – origin, reviewers/approvers, change history, distribution, index, intro, exec summary, conclusion, appendices and/or glossary</p> <p>MODULE 2: Writing and reviewing the content</p> <p>2a (45 mins): Write focused, simple, evidence-based and reader-focused content</p> <p>2b (45 mins): Proof-read, edit and condense the content</p> <p>2c (30 mins): Use Word review options: share, comment, track changes & compare</p> |



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| | <p>MODULE 3: Varying content and using MS Word short-cuts</p> <p>3a (45 mins): Insert and edit tables, images, charts & bullet/numbered lists</p> <p>3b (45 mins): Create diagrams: timelines, flows, cycles, org charts, Venn diagrams</p> <p>3c (30 mins): Use keyboard and formatting short-cuts (alignment, spacing, editing)</p> |
| Format | Attendees will produce a draft document on laptops using an MS word template. They will use the same template to practice the tips in module 3. |
| Duration | 1 Day (for full course) or can be broken down into modules/sub-modules as above |
| How Success Measured | Option to have feedback collected from attendees before and 6/12 months following the course to assess time savings/improved document writing skills |

