



**BUYOLO**  
BUSINESS | ADVISORY | SERVICES

## **Report Writing Training**

### **Client**

Overstrand Municipality

### **Objectives**

The training workshop was to make participants more effective and confident in the writing of different types of reports.

### **Tactics employed**

- Considering different types of reports to be addressed at different audiences
- Discussing practical examples of written reports
- Assessing improvements in practical reports written by delegates.

### **Outcomes**

By the end of the training workshop, delegates had

- better insight into report writing,
- more confidence about their ability to plan and write different types of reports for internal and external audiences
- an understanding of differences in preferred writing style