

# ***Short Course: Advanced Writing for Decision Support (3 days)***

## **Target Audience:**

All knowledge workers: Analysts, researchers, consultants etc.

## **Course Objectives:**

The course aims to provide tools to the learner in which he/she will understand that his/her report:

- Develops a common understanding among different departments on an issue
- Provides the client with a conceptual framework to interpret unfolding events
- Provides a basis for policy/strategic decisions;

## **Course Outcome:**

The learner should be able to:

- Understand the socio-political context of the client and their information needs
- Conceptualise the information/intelligence problem and ways to convey the analyst' viewpoints and/or policy recommendations.
- Understand and apply guidelines for report writing
- Understand the purpose and application of different documents including:
  - Tactical/operational reports
  - Strategic documents
  - Ad hoc products
  - Presentations/briefings
- Develop a product range for own context/business environment.

## **Certification:**

4Knowledge Certificate of attendance at end of course and Stellenbosch University Certificate of Competence at successful completion of assignment.

*NQF Level 6  
Fees: R4,750 (ex VAT)  
Open courses for 2009:  
26-28 August 2009*

*Ideal for in-house  
customisation & training*