

Short Course: Effective Report Writing

(5 days)

Target Audience:

Analysts, researchers, investigators, intelligence collectors, consultants etc

Course Outcomes:

Provide the client with a conceptual framework to interpret the drafted material. The course is an intensive, hands-on course giving you enough opportunity to practice the basic writing skills to improve your writing substantially. With the help of a skilled and renowned facilitator, you will be able to:

- Apply basic linguistic tools
- Identify texts used in the workplace
- Give an indication of the purpose of each text
- Decide on the tone, narrative voice appropriate to context, purpose and audience
- Produce texts in different formats i.e. memorandums, letters, reports
- Assure that techniques used in the presentation are appropriate and effective

NQF Level 5
Fees: R6,950 (ex VAT)
Open courses for 2009:
23-27 March
4-8 May
29 June-3 July
17-21 August
5-9 October
16-20 November

The training methodology is highly interactive. The activities presented during the intervention are designed to encourage dialogue, stimulate critical and independent thinking and allow participants to gain confidence by demonstrating what they already know and have acquired.

Mini assignments will be expected of the participants each day to be assessed by the facilitator and returned individually with comments during the following day's presentation. Skills practice will be conducted in a constructive and positive atmosphere where attention is focused on building confidence and competence.

Certification:

4Knowledge Certificate of attendance at end of course which can be used for IALEIA Crime Analyst certification process and Stellenbosch University Certificate of Competence at successful completion of assignment.

