Insightful Report Writing: From Data to Decisions

Core skills developed

- Adaptability & learning agility
- Decision making & judgement
- Emotional Intelligence (EQ)
- Relationship & stakeholder management
- Analytical thinking & problem solving
- Digital literacy & tool confidence
- Productivity & personal effectiveness
- Effective communication
- Leading self & others
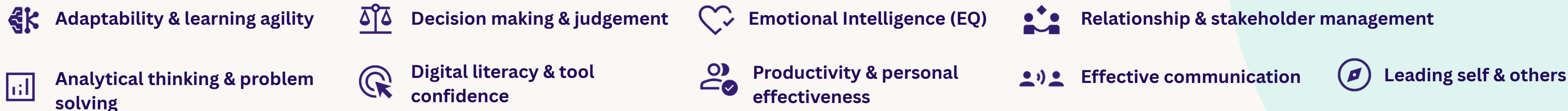
Bringing direction to complex information

Reports only make an impact when they help people understand what matters. This course builds the judgement needed to organise complex material, highlight meaningful insights and shape stories that guide readers through the key points. Participants learn how to connect evidence to implications so their reports support decisions.

They also learn how to review AI-generated summaries with care, adjusting them for relevance, accuracy and tone. The focus is on producing reports that guide thinking, support progress and help colleagues use information with confidence.

Benefits

✓ Course participants will be seen as thoughtful contributors, gain stronger influence through how they present information and enhance their professional credibility.

✓ Stakeholders will grasp key insights more quickly, feel more certain about decisions and next steps and rely on reporting that highlights what truly matters.

✓ Your organisation will benefit from reporting that clarifies priorities, supports timely decisions and helps teams stay aligned.

Modules

Report writing essentials
1

Evaluating your report writing skills and setting personal goals

Competency: *Set goals to improve report-writing skills*

Writing credible report findings
2

- Aligning content to your purpose and audience
- Writing evidence-based findings

Competency: *Write evidence-based findings that support your report's purpose and key messages*

Writing effective report conclusions
3

- Using guidelines for witing effective conclusions
- Analysing the language of bias

Competency: *Write unbiased report conclusions that align with report findings*

Writing persuasive report recommendations
4

- Selecting and structuring content for different types of recommendations
- Choosing the right tone for your context and audience

Competency: *Influence your report readers to take action based on your recommendations*

Writing executive summaries
5

- Selecting key points and structuring your executive summary
- Using hooks to engage your audience

Competency: *Write well-structured, concise and engaging executive summaries to hook your audience*

Outcomes

★ Present information in ways that bring out the meaning behind the data and highlight what matters for readers.

★ Explain implications clearly so decision-makers can see relevance, anticipate impacts and move forward with confidence.

★ Review AI-generated summaries and edit them to ensure the narrative, accuracy and emphasis align with the intended message.