

PRODUCE PERSUASIVE REPORTS AND PROPOSALS

Learn the skills needed to research, compile and edit information to inform quality decisions. Through this program you will be introduced to tools which you can apply to create immediate improvement in the quality of reports and proposals.

Content

- Focusing on decisions and understanding what leads to quality decisions.
- Introducing a structure for developing and presenting reports and proposals.
- Using a logical structure to develop a report or proposal.
- The process of preparing your report or proposal.
- Presenting numbers effectively.
- Enhancing the impact of a business case in order to get decisions made.

Outcomes

- Effectively research, compile, edit information necessary for quality decisions.
- Use a straightforward structure for preparing and presenting a report or proposal.
- Enhance the impact of your reports to ensure they are engaging and stand out from the others.

Who Should Attend

This course is ideal for anyone who is required to provide, present or contribute to reports, submissions and proposals designed to help others make decisions.

Benefits to You and Your Organisation

- You will be introduced to methods that can be used immediately to improve the structure and clarity of reports.
- Good reports and proposals are tools that enable you to lead others with the substance of evidence, your knowledge and authority.
- Robust reports and proposals for enhanced decision-making within organisations.
- Well-constructed and written reports are tools for organisations to attract increased funding and resources.

Competency Framework

First Line Manager Common/Core (ASO2-ASO5)
Middle Manager Common/Core (ASO5-ASO8)

Facilitator

Mark Priadko

Contact

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Duration

2 half days
9:00am-12:30pm
8:45am registration

Dates & Bookings

[Please refer here](#)

Location

Level 6, 12 Pirie Street
Adelaide SA 5000

Inclusions

Workbook, morning tea
and refreshments

Costs

Professional Members \$460
State Gov Members \$495
Corporate Members \$505
Non-Member \$575