

Reports with Impact

Sara I. James

14th OCTOBER 2019

9:00-16:00

CPE's: 7

Course Description

The course is designed to help participants produce clear and compelling reports. Activities include a variety of practical exercises as well as group discussion. The course is tailored to participants' needs; examples and exercises are based on the participants' own written work.

Who should attend?

Anyone who needs to produce reports with clear, concise content. This course is particularly popular with audit, risk and fraud teams, as well as with departments that want to revise their current report structures and templates.

Course Programme

1) Clarity – the theory:

- The link between clear thinking and clear writing
- How well do businesses currently communicate?
- Good writing and the link to performance (yes, there is one!)
- Advice from professional bodies – how useful is it?

2) Clarity – the practice: How can we say the same thing in fewer words?

- Cutting wordy phrases
- Active and passive
- Verbal nouns

3) Grammar, punctuation and usage

- Why do good grammar, punctuation and usage matter?
- Apostrophes, commas, colons and semi-colons
- The logic of grammar and the legal implications of poorly constructed sentences

4) Reports

- What is the purpose of a report?
- Structuring a successful report
- The executive summary
- Findings, issues and recommendations
- Tips on layout and format

5) Reviewing and editing

- What makes the reviewing process work well?
- What are both parties' responsibilities?
- The editorial process in publishing – useful advice for reviewing reports

Biography

Sara I. James holds a PhD from the University of Virginia and has over 25 years' teaching, writing and publishing experience in the US and Europe. She has also worked in a variety of organisations and sectors, including at executive level. With ISO9001 experience and Chartered Institute of Internal Auditors (CIIA) qualifications under her belt, she spent several years in Group Internal Audit at a major financial institution, where she was in charge of training for the global function.



Since starting her own business, Getting Words to Work, Sara has provided writing skills training to numerous audit teams in the public and private sectors worldwide. She has worked closely with the CIIA (UK and Ireland) to produce its 2009 guidelines on communicating with clients, contributed to Audit & Risk magazine, and spoken at internal audit conferences internationally. Sara is also a member of the Institute's Technical Guidance Working Group.

Cost

€ 210

€ 180 (HIIA Members)

OAED

Seminar can be subsidized by **OAED** (LAEK Program).

Venue

Mediterranean Palace,
3 Salaminos str & Karatasou,
Thessaloniki, 54626