



# LEADING EDGE CHANGE

*Professional Programmes for Peak Performance*

## EFFECTIVE REPORTS

### A Leading Edge Change Development Programme

Has technology reduced the paperwork for you? Most executives and managers still complain about the amount they are expected to read, however effective their spam filter may be.

It's even worse with reports: they are longer, which means that recipients seldom read everything in them. Many reports simply get put to one side until there is time to read them, if that ever comes. This has been known to be literally a matter of life or death.

If you write reports, that's what you are up against! You want your reports to be read and acted upon. You want your recommendations to be accepted. You don't want your hard work to go to waste.

To ensure your reports get the attention they deserve, it's critical to ensure that they are easy to read and easy for the reader to extract the information that they want.

This course will show you ways of doing this, including using the British Standard. The course is participative and can include individual coaching if desired.

#### Key features:

- ◆ The Foundation of Effective Reports
- ◆ PAGE Approach
- ◆ Deciding what to include ... and exclude
- ◆ BSI Structure
- ◆ Making it easier to read
- ◆ Techniques for Quicker Writing
- ◆ Editing and Development Check-list

*These focussed development programmes allow us to work closely with your selected employees to deliver more skill enhancements faster.*



**LEADING EDGE CHANGE** is committed to helping business achieve its potential in an ethical and sustainable way.

We all know that business outcomes are a direct result of the activities of the people working on them. To make a real difference people need three things:

1. Motivation
2. To think in ways that allow new distinctions to emerge
3. To be able to build the relationships needed to get the desired results

Combining all the proven benefits of NLP techniques with our extensive business and training experience, our performance training programmes will promote development in all three areas. Furthermore, as learning works best when all senses are engaged, our training challenges participants to engage fully. All workshops and programmes involve practical, interactive experience to make them fun and accelerate easy learning.

Our workshops, development programmes and training courses are available at a timing, length and price to suit your needs. We will run courses and programmes individually or as a package as required.

#### **Other services:**

Our **Personal Executive Coaching** provides confidential one-on-one coaching for directors and senior management, helping them find their own special talents to make the changes that take business forward.

Our **Strategic Coaching** helps a board or management team define their overall business goals and desired outcomes, development the strategy, build and test the business case and business plan and implementation planning and delivery.

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**To book this workshop or to find out more about our training, consulting and executive coaching contact Patricia Scott at:**

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