MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

Generated: 19-Nov-2026

Course Profile Document

Administration and Customer Service

Report Writing Skills

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Strong report writing skills are essential for professionals who need to communicate information clearly, support decision-making, and demonstrate accountability. Whether preparing management reports, project reports, technical reports, donor reports, or administrative documentation, well-written reports enhance professionalism, improve communication, and contribute to better organisational performance.

The **Report Writing Skills** course by **Magna Skills** is a practical, hands-on programme designed to equip participants with the knowledge and techniques required to produce clear, accurate, concise, and persuasive reports. Participants will learn how to organise information logically, present data effectively, write for different audiences, and produce professional reports that meet organisational and international standards.

Throughout the course, participants will work on real-world reporting scenarios commonly found in government institutions, NGOs, donor-funded projects, public sector organisations, and private companies.

Course Outcomes

By the end of this course, participants will be able to:

1. Produce professional, well-structured reports that communicate information clearly and effectively.
2. Apply internationally recognised report writing principles, formats, and best practices.
3. Analyse, organise, and present information in a logical and reader-friendly manner.
4. Improve writing style by using clear language, appropriate grammar, editing, and proofreading techniques.
5. Develop reports that support sound decision-making, accountability, compliance, and organisational performance.

Course Outline / Curriculum

1. Professional Report Writing

- Produce clear, well-structured, and professional reports for different organisational needs.
- Apply internationally recognised report writing standards and best practices.

2. Report Planning and Organisation

- Plan reports by identifying objectives, audience, and reporting requirements.
- Organise information logically to improve clarity and readability.

3. Information Analysis and Presentation

- Analyse data and information objectively before presenting findings.
- Present evidence effectively using tables, charts, graphs, and supporting visuals.

4. Effective Business Writing

- Write concise, accurate, and reader-focused reports using plain professional language.
- Apply correct grammar, punctuation, formatting, and writing style.

5. Findings, Conclusions and Recommendations

- Develop logical findings based on available evidence and analysis.
- Prepare practical, actionable conclusions and recommendations that support decision-making.

6. Editing and Quality Assurance

- Edit and proofread reports to eliminate errors and improve overall quality.
- Apply quality assurance techniques to ensure consistency, accuracy, and professionalism.

7. Workplace and Technical Reporting

- Prepare various organisational reports, including project, financial, monitoring, technical, and management reports.
- Adapt report formats and writing styles to suit different stakeholders and reporting environments.

8. Digital Reporting Tools

- Use Microsoft Word and other digital productivity tools to prepare professional reports efficiently.
- Apply templates, styles, document collaboration, and version control techniques.

9. Research and Evidence-Based Reporting

- Gather, evaluate, and integrate information from reliable sources into reports.
- Reference and document supporting evidence appropriately to enhance credibility.

10. Practical Report Development

- Develop a complete professional report from planning through to final submission.
- Critically review, present, and improve reports through peer feedback and practical exercises.

Target Audience

This course is earmarked for Executive Secretaries, Professional Office Administrators, Chartered Corporate Secretaries and Middle to Senior Personal Assistants

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Report Writing Skills
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue /Date	
Estimated Number ofDelegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name	Signature / Stamp	Date