



PROFESSIONAL REPORT WRITING

FOR H.R. PERSONNEL

(Maximum 15 delegates per batch)



COURSE OVERVIEW

Report writing is an essential skill for both the H.R. practitioner and the business. The ability to communicate clearly, both internally and externally, is a key factor in determining success.

This report writing course will help you prepare, structure, write and edit excellent reports. You will learn how to analyse your audience and tailor the content to their specific needs, compose targeted messages, structure your document for maximum impact and write clear and concise reports that meet your organization's HR business objectives.

This highly practical program aims to help the participants with all the aspects of business writing for letters, memos, professional reports etc., including, structure, acceptable style, editing and efficiency in defining the purpose of the document. It also looks at the ways in which layout and graphics can help in producing a first class document.

Owing to the personalized approach taken in this course, numbers are limited to a maximum of 10 delegates to ensure each delegate receives enough assistance.

COURSE OBJECTIVES

At the end of this course delegates will be able to:

- *Confidently write reports that achieve results*
- *Follow a systematic approach to reduce time*
- *Use correct and plain English in memos and letters*
- *Structure the information into a logical sequence*
- *Adopt a reader-friendly style*
- *Write persuasively using relevant information*
- *Ensure that HR and Non-HR specialists will understand the report*
- *Develop a well-structured document*
- *Use diagrams, tables and charts to compare ratios and percentages*
- *Produce reports that achieve their goals*

WHO SHOULD ATTEND

This report writing course is for those who feel reasonably confident about their writing skills but need to improve and develop their skills in specialist report writing.

COURSE DURATION

2 Days

COURSE LANGUAGE

English

PROGRAM METHODOLOGY

This program will be a workshop style format involving practical exercises with templates to produce the report writing skills needed to survive in today's business environment.

COURSE OUTLINE

DAY ONE

Planning your Report

Different types of reports, training, manpower, recruitment etc.

Getting a good brief

Research skills

Assembling the facts

Practical writing session

Structuring Your Report

A logical structure

Structuring for success

Making the information flow

Titles, sub-headings and numbering systems

Practical writing session

Writing Style and Language

Getting the right style and tone for memos, letters etc.

Using plain English

Getting rid of jargon

Reader-Centred writing

Making writing active

Practical writing session

DAY TWO

Design and Layout

Designing for the H.R. specialist

Graphics, illustrations and photos

Designing to be easily read

Designing for impact

Practice session

Use of Templates

Structure

Headings

Paragraphs

The sentence

Style and grammar

Practice session

Reports

Specimen structures

Common features

Employee reports

H.R. reports, manpower, recruitment, costing etc.

Final practice session

CONSULTANT PROFILE



John B. Straker M.Sc., P.G.C.E., C.Eng., M.C.I.P.D.

John is a presenter of programs in the Management Sciences as well as a specialist Consultant in Human Resources, delivering programs and undertaking H.R. projects for major corporations on a range Organisational and Human Resource issues. John had conducted few in-house training courses, **'Report Writing' to QAFCO, 3 batches - 2017**

As a Principal Consultant in his field, he has extensive worldwide experience implementing change strategies, performance solutions, succession and manpower plans, establishing 'greenfield' H.R. functions, creating major management development centres of excellence and delivering seminars.

His HR and management development experience spans over 30 years in a global environment, working for a diverse range of oil and gas multinationals including; Shell, Chevron/Texaco, Caltex, Lockheed Sub-Sea, Foster-Wheeler etc. This selection of companies has given him the opportunity to live and work in a variety of countries such as: Australia, New Zealand, Canada, USA, Europe and the Middle East.

His academic posts include lecturing for the University of Wales, NEWI College and the other academic posting was with the King Fahad University of Petroleum and Minerals in Dhahran, Saudi Arabia.

John has held very senior positions in the management and human resource fields, for example; Consultant to the Vice President of Chevron, Training Advisor, Caltex, Group Manager of Human Resource Development for the Savola Company, Jeddah, Learning Program Manager, Foster-Wheeler, Reading and Director of Employee Development for the Dubai Aluminium, Gas and Petroleum Training Centre.

During his time in Dubai he created - from a greenfield site – the management development centre for the oil, gas and aluminium industries. The Centre was opened by H.R.H. Princess Anne and recognised by the World Bank as one of the most advanced centres for HRD in the Middle East. Again, he established the Management Centre of Excellence for Savola in Jeddah, which became a self-funding institute due to the demand for the first class presentation of its programs.

Presently he now consults on programs in the management sciences and human resources, undertaking H.R. and Career Development projects to help organisations improve performance at the individual and organisational level. His interests lie in developing the customer 'solution' approach to employee development and John undertakes organisational projects that are action oriented in style, often by involving and coaching a company team to arrive at the solution. His aim is to offer realistic solutions that meet the organisational needs with the goal of achieving business results.

CAREER DETAILS

SUMMARY & EXPERIENCE:

A principal consultant in the field of Human Resource Management and Development with extensive multinational experience, implementing H.R. change strategies, designing employee performance programs, workforce/talent planning for succession, employee leadership programs, recruitment strategy, mission statements/policy manuals and creating centres of management excellence.

HRD Consultant to the Vice President, of Chevron in Kuwait:

With this company John realigned the mission of the HR division for a more customer-focused and performance approach to HRD issues. After conducting an HRD audit, jobs were re-profiled and evaluated, and compensation and benefits re-assessed within a complete system of competency based progression. He produced a Succession Plan identifying key talent and upon completion of the strategic HR plan, commissioned a building for a management centre of excellence and created the Chevron Management Certificate and Diploma program.

Group HRD Manager, Savola, Jeddah:

As Group HRD Manager with the rapidly growing Savola Company, he was responsible for Organisational Development, HR Systems, Career Development, Succession Planning and Training. With this fast growing company, John coached a new HR team in Recruitment, Performance, Employee Relations and Job Design. A major part of the role was to motivate personnel for improved performance to maintain the competitive edge. The company expanded from 550 employees to 3,500 within 6 years and during that time he created a major management development centre of excellence which became self funding due to the external demand for its high quality programs.

Senior Consultant, Organisational Development, Caltex, Bahrain:

At the Caltex refinery in Bahrain John held the position of Senior Consultant developing a strategy for re-engineering, which involved a comprehensive review of the organisational structure, job design, re-training and recruitment. Communication skills were in demand and presentations to board level management were a constant activity in order to reach agreement with management and workforce.

Head of Employee Development, Dubai Aluminium, UAE:

With Dubai Aluminium in the UAE he was Head of Employee Development, recruited to establish a centre of excellence for the oil, gas and aluminium industries in Dubai. Here John developed the policies, induction programs, career development paths and extensive education and training programs etc. John designed and oversaw the completion of this large training centre, which was opened by HRH Princess Anne and approved by the World Bank as a model for HR development in the Middle East.

H.R. Consultant, Foster Wheeler, UK:

This project with Foster-Wheeler was a start-up refinery operation for the Royal Commission in Yanbu, Saudi Arabia, to develop policy and procedures, induction programs and career-pathing systems. Once all this was in place he developed a series of training programs designed to produce a consistent quality of employees to achieve nationalisation of the workforce.

Lecturer, King Fahad University, Dhahran

Lecturer with the Faculty of Engineering.

Lecturer, University of Wales, NEWI College

Lecturer with the Faculty of Engineering.