



LEADERSHIP AND MANAGEMENT DEVELOPMENT

Business and Technical Report Writing

3 day course

Classroom, online or in-house

Course overview

Reports are written to be filed rather than read, and the reader who must decide something reaches page four before finding out what is being asked of them. This course reverses that. Delegates work through purpose and reader before drafting, structure that puts the conclusion where a busy reader will find it, and the executive summary as the only part many readers will see. Evidence, data presentation and the honest handling of uncertainty are covered. Sentence level clarity is practised: shorter sentences, active voice, and the removal of the padding that signals nothing was decided. Recommendations that can actually be acted on follow. The course closes on editing your own work and on writing to a reader who disagrees with you.

What you will learn

- Establish purpose and reader before drafting
- Structure so the conclusion is where a busy reader finds it
- Write an executive summary that stands alone
- Present evidence and data honestly, including uncertainty
- Write clearly at sentence level and remove padding
- Frame recommendations that can be acted on
- Edit your own work and write to a reader who disagrees

Who should attend

- Managers and professionals who write for decision makers
- Engineers and technical staff writing for non specialists
- Analysts, auditors and investigators
- Administrative and support staff
- Anyone whose reports are not being read

Course outline

- 01 Written to be filed, not read
- 02 Purpose and reader before drafting
- 03 Structure and the position of the conclusion
- 04 The executive summary
- 05 Evidence, data and uncertainty
- 06 Sentence level clarity and active voice
- 07 Removing padding
- 08 Recommendations, editing and hostile readers

Upcoming dates

Dates	Venue	Format	Fee per delegate
12 to 14 October 2026	Pretoria, South Africa	Classroom	R14,950
4 to 6 November 2026	Dar es Salaam, Tanzania	Classroom	USD 995
18 to 20 November 2026	Cape Town, South Africa	Classroom	R14,950
21 to 23 December 2026	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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