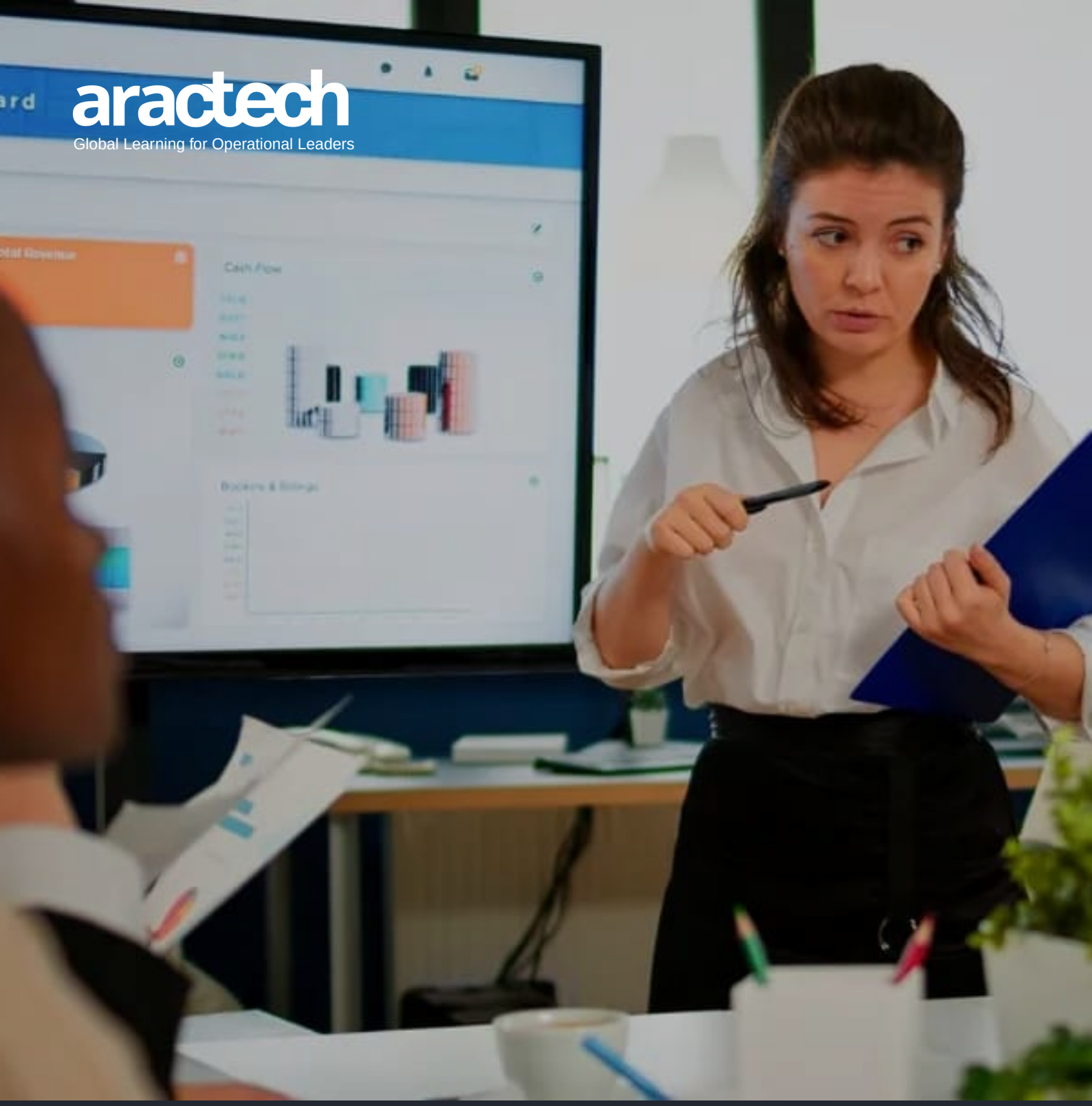


aractech
Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-034

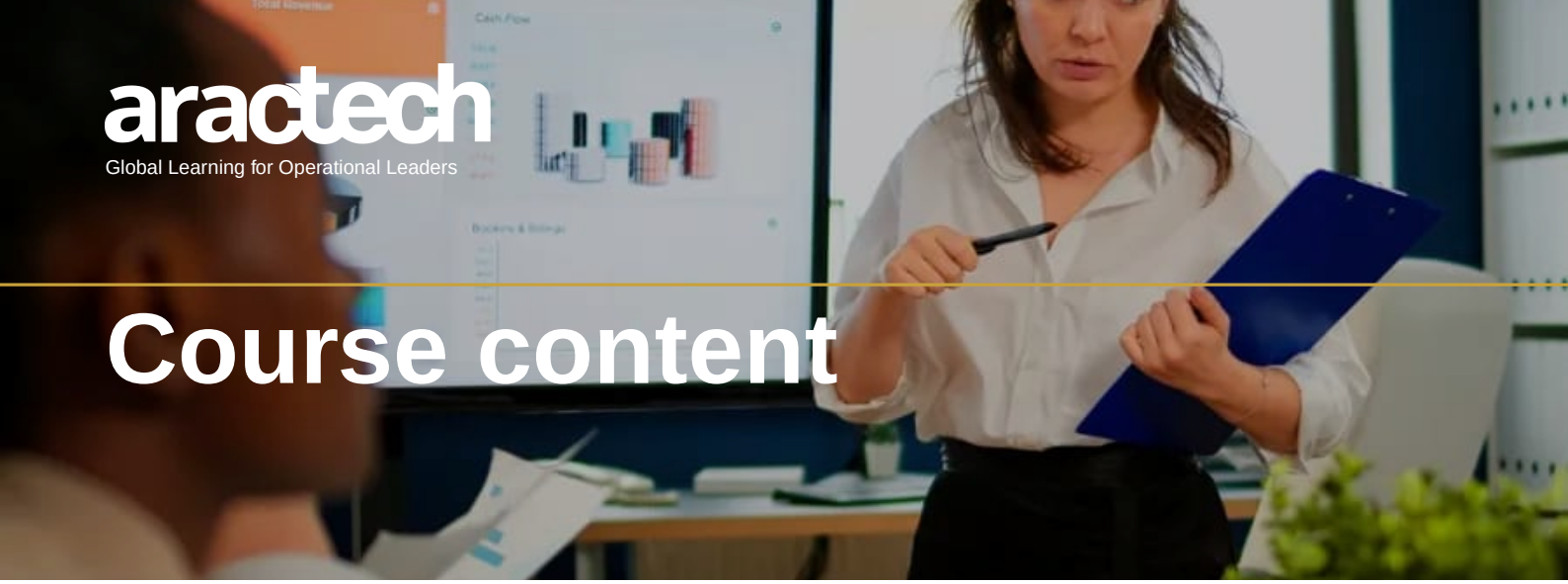
Report and Presentation Preparation for Assistants

Contact

+31 85 7444446
info@aractech.com
https://aractech.com

Address

Waarderweg 50, 2031 BP Haarlem - Netherlands.



aractech
Global Learning for Operational Leaders

Course content

Why Attend

Assistants are frequently asked to compile reports, format documents, prepare presentation slides and turn rough notes into polished material for managers, boards and clients. The quality of this work has a direct effect on how ideas and decisions are received.

This Report and Presentation Preparation for Assistants training course develops practical skills in planning, structuring, writing, formatting and checking reports and presentations. Participants learn to organise information logically, write clearly and concisely, present data in tables and charts, apply consistent document styles and design slides that are clean and easy to follow.

Course Methodology

• The course is hands-on. Participants work on their own laptops to restructure draft reports, build document templates, create charts and redesign slide decks, receiving feedback at each stage. Before-and-after examples and peer reviews help participants develop a sharp eye for clarity and presentation quality.

Course Objectives

• Plan reports and presentations around purpose, audience and key messages

• Structure information logically using recognised report formats

• Write clear, concise and accurate business text

• Present numerical information effectively in tables and charts

• Apply consistent formatting, styles and templates in documents

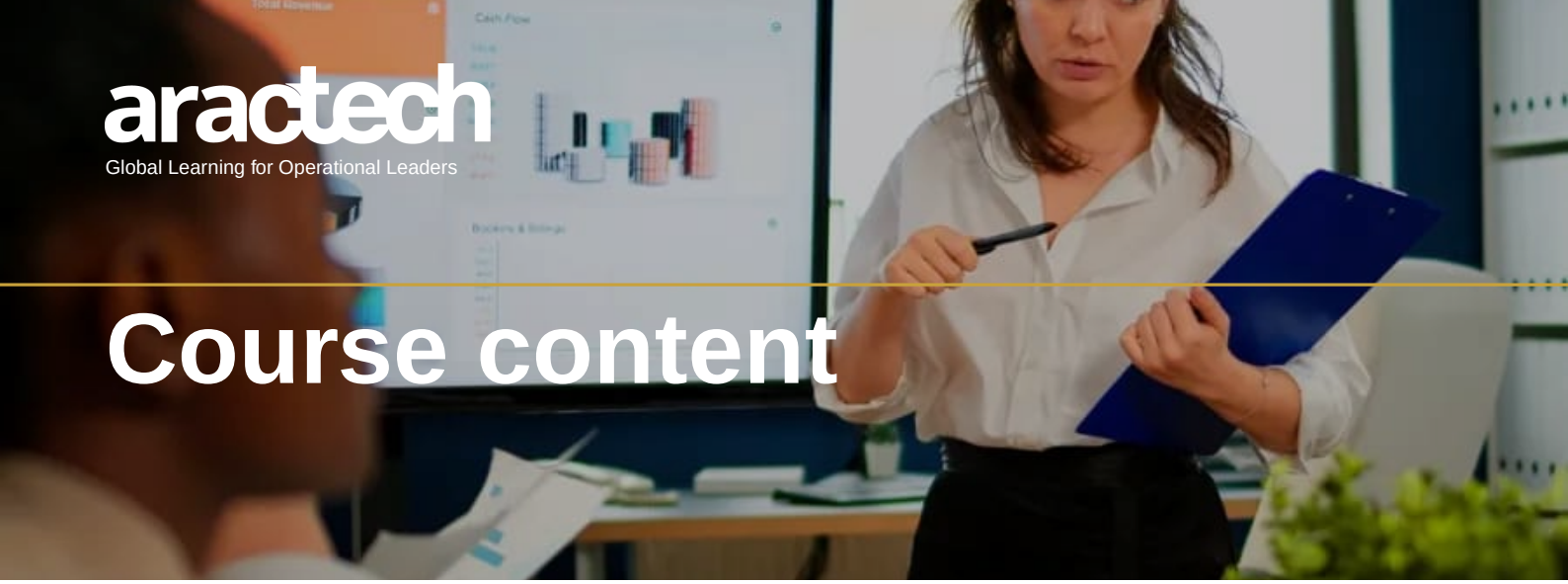
• Design clear, professional presentation slides

Target Audience

• Executive and personal assistants

• Administrative officers and secretaries

• Office managers and coordinators



Global Learning for Operational Leaders

Course content

- Board and committee support staff



aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Report and Presentation Preparation for Assistants.

Day 1 - Planning Documents That Work

- 09:00-09:34 | Purpose and Audience: What the reader needs to know and do
- 09:34-10:08 | Types of Business Documents: Reports, briefs, memos and presentations
- 10:08-10:42 | Gathering and Organising Information from Different Sources
- 10:42-11:00 | Key Messages: Leading with conclusions
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Key Messages: Leading with conclusions (continued)
- 11:46-12:20 | Report Structures: Executive summary, findings and recommendations
- 12:20-12:53 | Planning Timelines and Contributor Inputs
- 12:53-14:00 | Exercise: Planning a report from a set of raw notes

Day 2 - Writing Clearly

- 09:00-09:34 | Plain Business English: Short sentences and active voice
- 09:34-10:08 | Writing Executive Summaries That Stand Alone
- 10:08-10:42 | Headings and Signposting: Guiding the reader
- 10:42-11:00 | Bullet Points and Lists: When and how to use them
- 11:00-11:30 | Coffee break
- 11:30-11:46 | Bullet Points and Lists: When and how to use them (continued)
- 11:46-12:20 | Consistent Terminology, Numbers and Dates
- 12:20-12:53 | Editing Other People's Text While Preserving Meaning
- 12:53-14:00 | Workshop: Rewriting a draft report section



aractech
Global Learning for Operational Leaders

Course outline

Detailed course outline

Day-by-day outline for Report and Presentation Preparation for Assistants.

Day 3 - Formatting and Presenting Data

• 09:00-09:30 | Document Styles and Templates in Word Processing Software

• 09:30-10:00 | Automatic Tables of Contents, Numbering and Cross-References

• 10:00-11:00 | Designing Clear Tables: Alignment, labels and totals

• 11:00-11:30 | Coffee break

• 11:30-12:00 | Choosing the Right Chart: Trends, comparisons and proportions

• 12:00-12:30 | Accessibility Basics: Readable fonts, contrast and alternative text

• 12:30-13:00 | Managing Long Documents and Appendices

• 13:00-14:00 | Practical Exercise: Formatting a full report using styles

Day 4 - Designing Presentations

• 09:00-09:30 | Storyline First: Structuring a presentation before opening the software

• 09:30-10:30 | Slide Design Principles: One message per slide and visual hierarchy

• 10:30-11:00 | Master Slides and Corporate Templates

• 11:00-11:30 | Coffee break

• 11:30-12:00 | Visuals, Icons and Images: Using them purposefully

• 12:00-12:30 | Converting Dense Text and Data into Clear Slides

• 12:30-13:00 | Speaker Notes and Handouts

• 13:00-14:00 | Workshop: Redesigning a cluttered slide deck



aractech
Global Learning for Operational Leaders

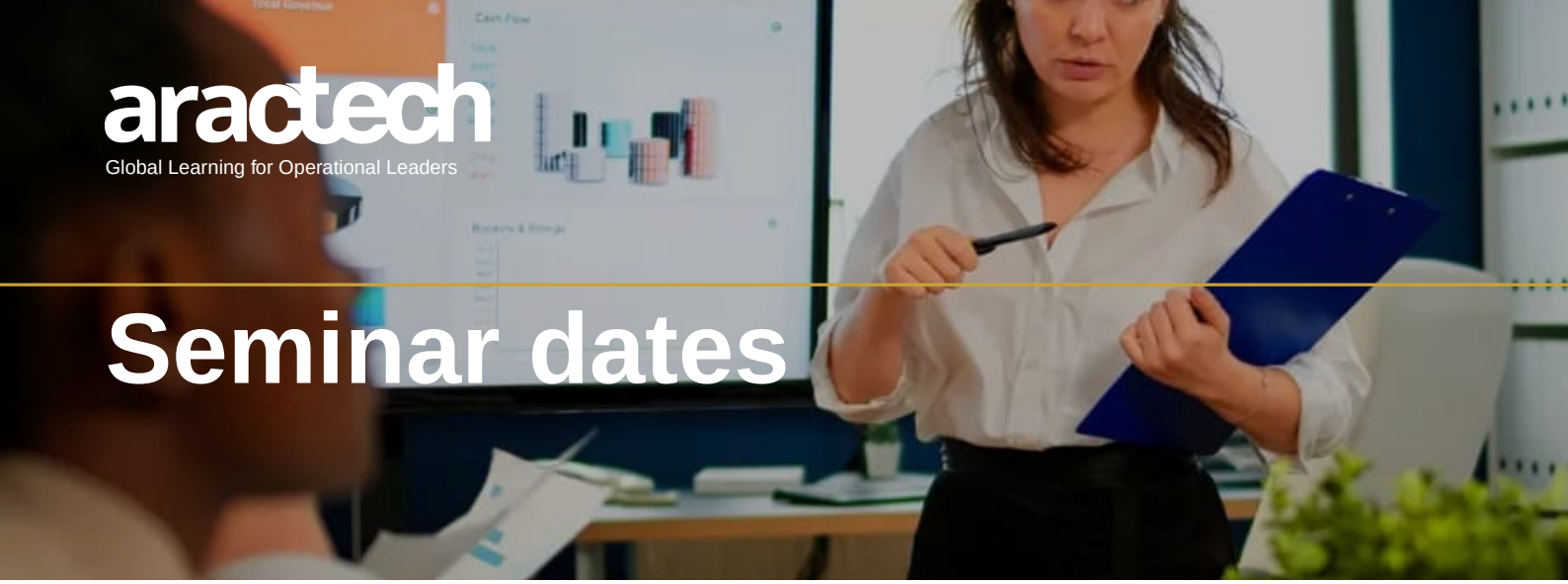
Course outline

Detailed course outline

Day-by-day outline for Report and Presentation Preparation for Assistants.

Day 5 - Collaboration and Quality Control

- 09:00-09:39 | Collaborative Editing: Track changes, comments and version control
- 09:39-10:18 | Coordinating Multiple Contributors and Deadlines
- 10:18-10:57 | Proofreading Techniques: Errors to look for
- 10:57-11:00 | Final Quality Checklist: Consistency, accuracy and presentation
- 11:00-11:30 | Coffee break
- 11:30-12:06 | Final Quality Checklist: Consistency, accuracy and presentation (continued)
- 12:06-12:44 | Preparing Documents for Print, PDF and Online Sharing
- 12:44-13:22 | Personal Action Plan: Templates and standards for the office
- 13:22-14:00 | Final Project: Producing a report and supporting presentation



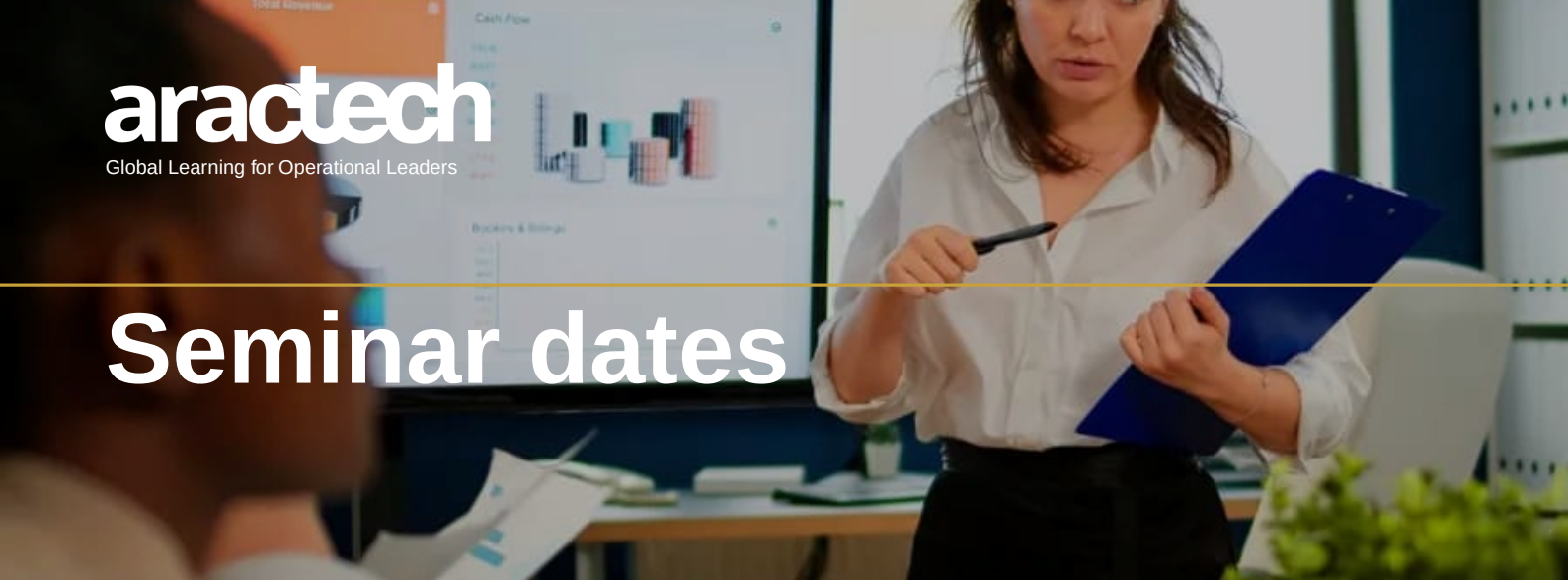
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
14 - 18 December 2026	London	Classroom	**€2,915**
21 - 25 December 2026	Barcelona	Classroom	**€2,275**
7 - 11 December 2026	Frankfurt	Classroom	**€2,175**
18 - 22 January 2027	London	Classroom	**€2,915**
25 - 29 January 2027	Barcelona	Classroom	**€2,275**
4 - 8 January 2027	Frankfurt	Classroom	**€2,175**
11 - 15 January 2027	Kuala lumpur	Classroom	**€2,425**
22 - 26 February 2027	London	Classroom	**€2,915**
1 - 5 February 2027	Barcelona	Classroom	**€2,275**
8 - 12 February 2027	Frankfurt	Classroom	**€2,175**



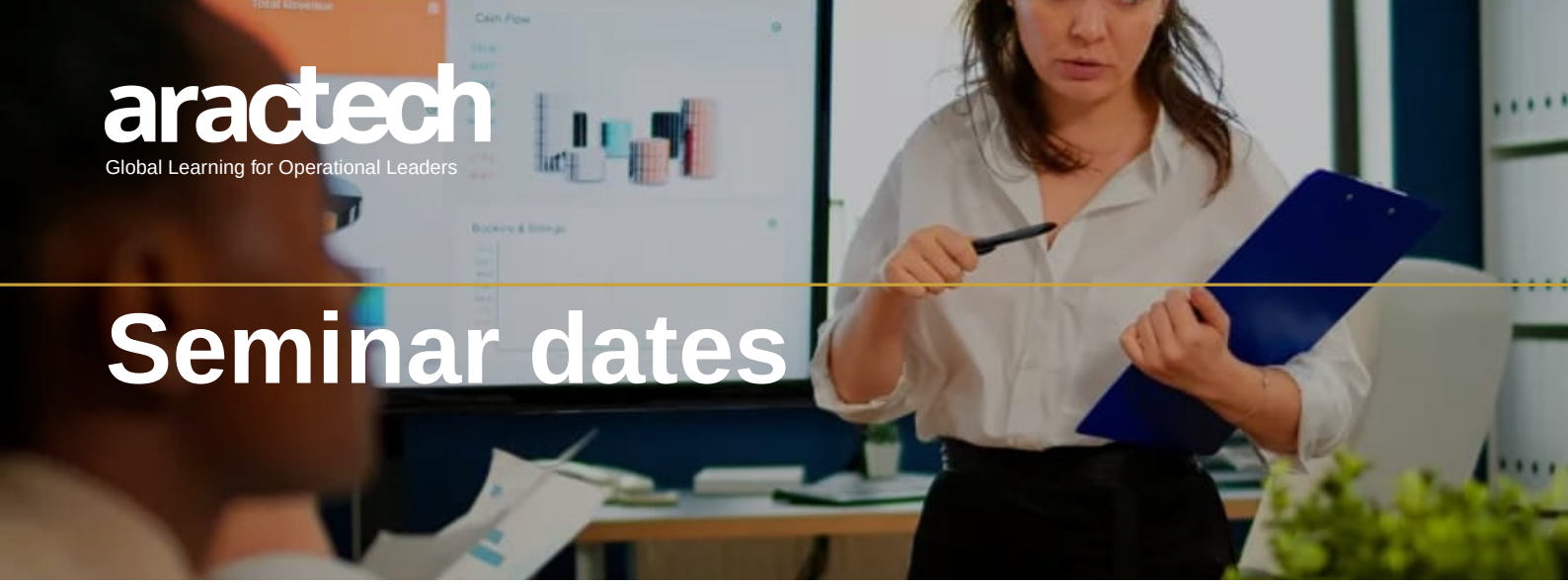
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
15 - 19 February 2027	Madrid	Classroom	**€3,400**
1 - 5 March 2027	London	Classroom	**€2,915**
8 - 12 March 2027	Barcelona	Classroom	**€2,275**
15 - 19 March 2027	Frankfurt	Classroom	**€2,175**
22 - 26 March 2027	Munich	Classroom	**€2,425**
12 - 16 April 2027	London	Classroom	**€2,915**
19 - 23 April 2027	Barcelona	Classroom	**€2,275**
26 - 30 April 2027	Frankfurt	Classroom	**€2,175**
5 - 9 April 2027	Paris	Classroom	**€2,810**
17 - 21 May 2027	London	Classroom	**€2,915**



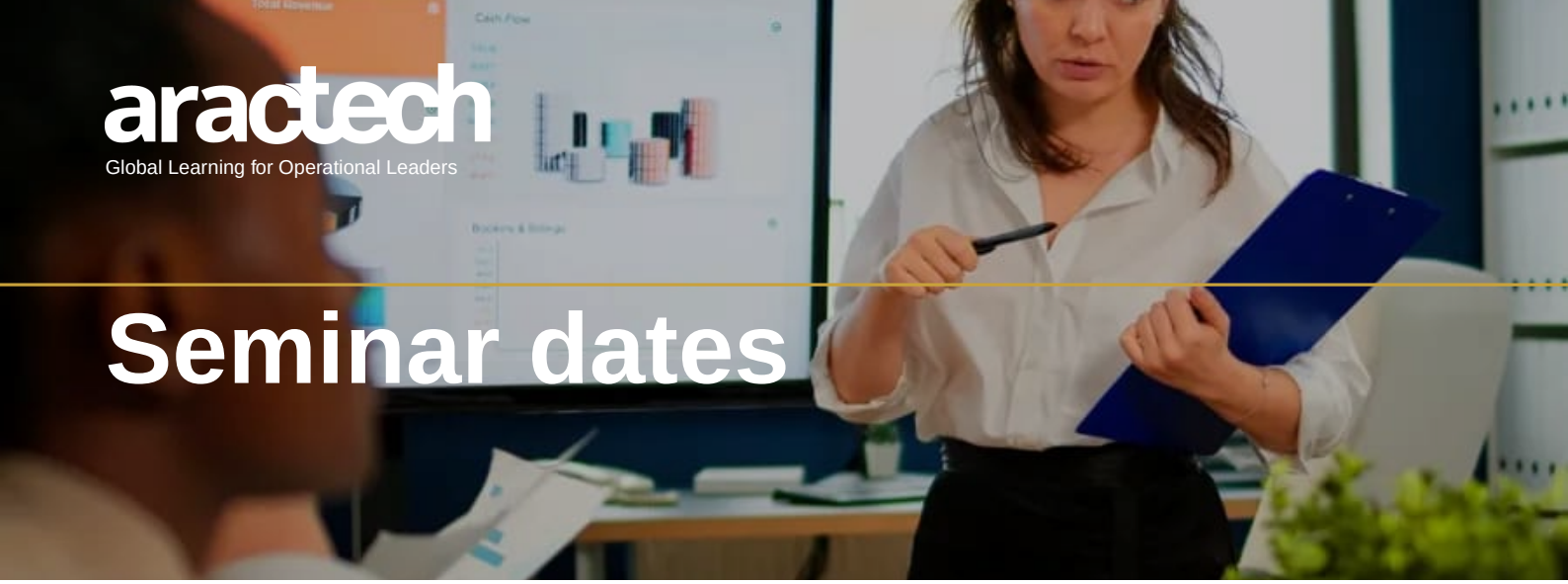
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
24 - 28 May 2027	Barcelona	Classroom	**€2,275**
3 - 7 May 2027	Frankfurt	Classroom	**€2,175**
10 - 14 May 2027	Rome	Classroom	**€2,830**
14 - 18 June 2027	London	Classroom	**€2,915**
21 - 25 June 2027	Barcelona	Classroom	**€2,275**
7 - 11 June 2027	Frankfurt	Classroom	**€2,175**
5 - 9 July 2027	London	Classroom	**€2,915**
12 - 16 July 2027	Barcelona	Classroom	**€2,275**
19 - 23 July 2027	Frankfurt	Classroom	**€2,175**
26 - 30 July 2027	Amsterdam	Classroom	**€3,215**



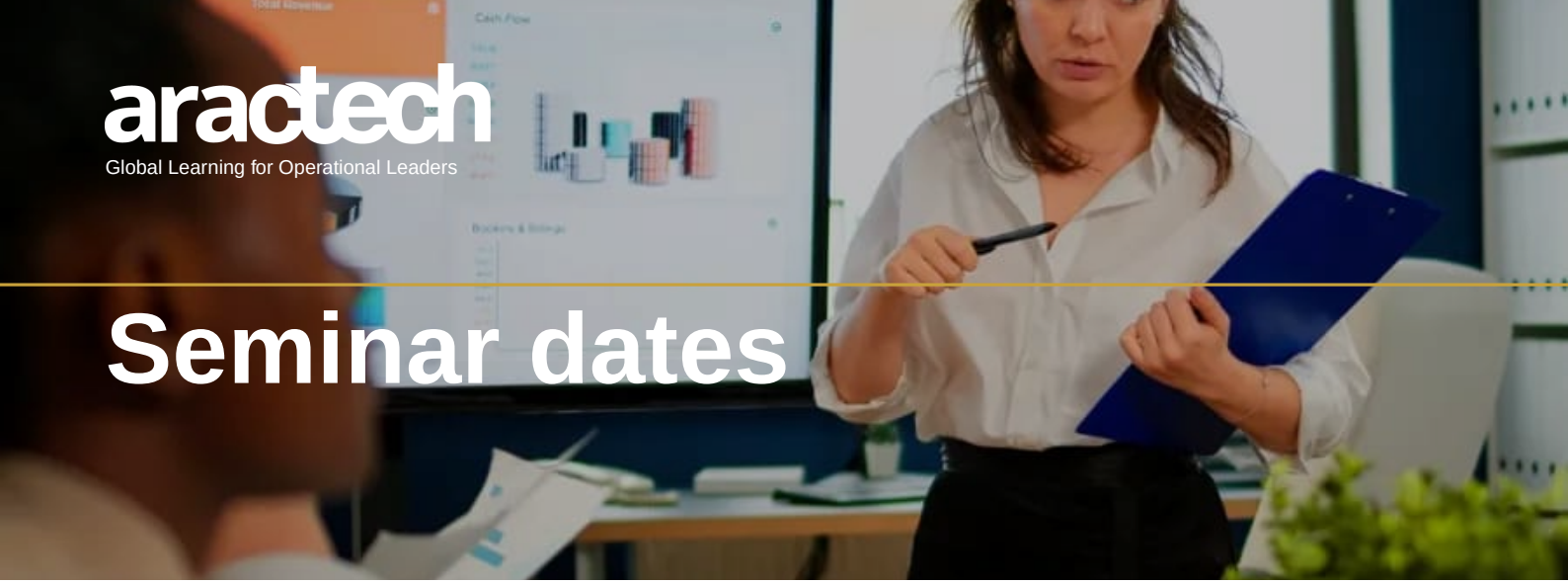
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
9 - 13 August 2027	London	Classroom	**€2,915**
16 - 20 August 2027	Barcelona	Classroom	**€2,275**
23 - 27 August 2027	Frankfurt	Classroom	**€2,175**
2 - 6 August 2027	Cape Town	Classroom	**€1,825**
13 - 17 September 2027	London	Classroom	**€2,915**
20 - 24 September 2027	Barcelona	Classroom	**€2,275**
6 - 10 September 2027	Frankfurt	Classroom	**€2,175**
25 - 29 October 2027	London	Classroom	**€2,915**
4 - 8 October 2027	Barcelona	Classroom	**€2,275**
11 - 15 October 2027	Frankfurt	Classroom	**€2,175**



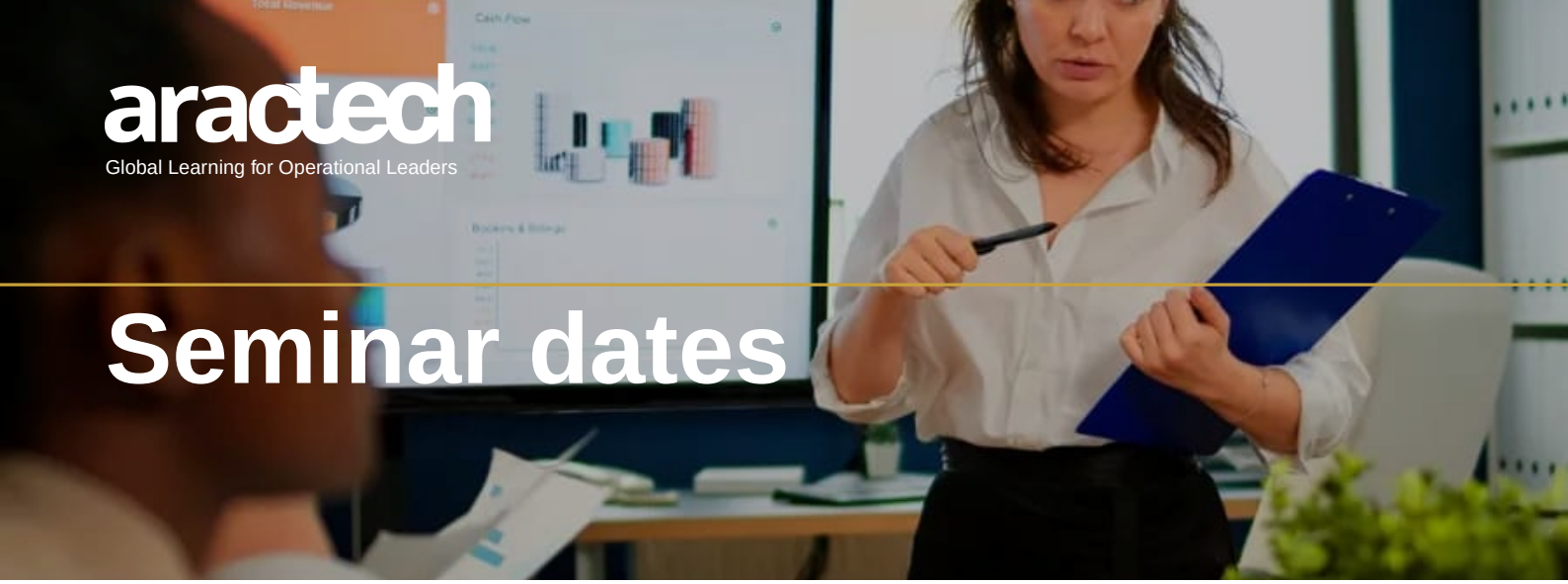
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
18 - 22 October 2027	Geneva	Classroom	**€3,315**
1 - 5 November 2027	London	Classroom	**€2,915**
8 - 12 November 2027	Barcelona	Classroom	**€2,275**
15 - 19 November 2027	Frankfurt	Classroom	**€2,175**
22 - 26 November 2027	Istanbul	Classroom	**€2,825**
13 - 17 December 2027	London	Classroom	**€2,915**
20 - 24 December 2027	Barcelona	Classroom	**€2,275**
27 - 31 December 2027	Frankfurt	Classroom	**€2,175**
6 - 10 December 2027	Kuala lumpur	Classroom	**€2,425**
14 - 18 December 2026	Online / Live	Online / Live	**€1,625**



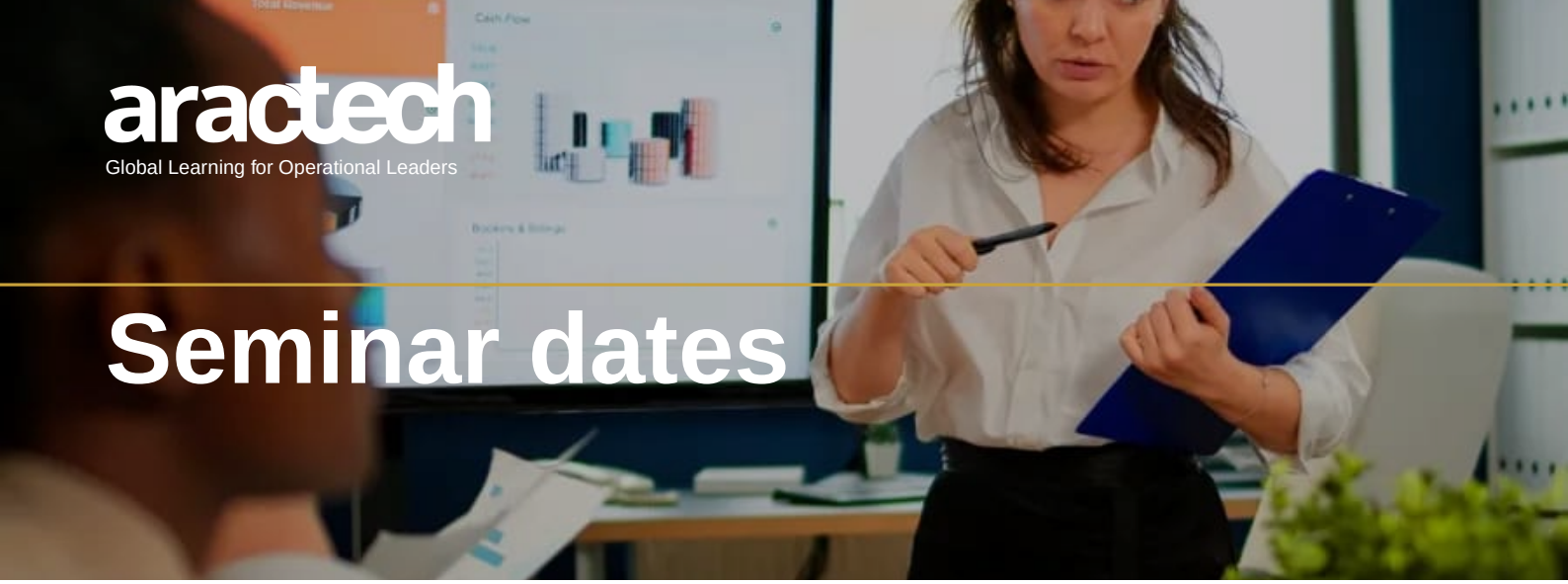
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
21 - 25 December 2026	Online / Live	Online / Live	**€1,625**
7 - 11 December 2026	Online / Live	Online / Live	**€1,625**
18 - 22 January 2027	Online / Live	Online / Live	**€1,625**
25 - 29 January 2027	Online / Live	Online / Live	**€1,625**
4 - 8 January 2027	Online / Live	Online / Live	**€1,625**
11 - 15 January 2027	Online / Live	Online / Live	**€1,625**
22 - 26 February 2027	Online / Live	Online / Live	**€1,625**
1 - 5 February 2027	Online / Live	Online / Live	**€1,625**
8 - 12 February 2027	Online / Live	Online / Live	**€1,625**
15 - 19 February 2027	Online / Live	Online / Live	**€1,625**



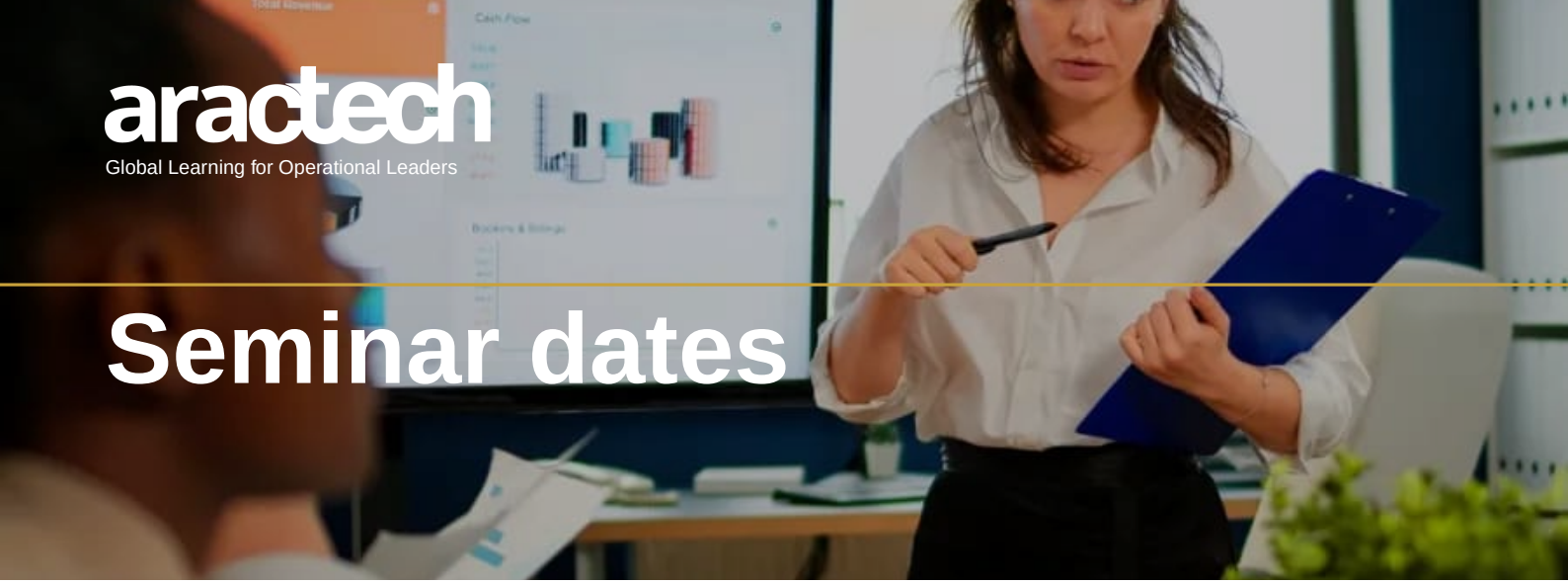
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
1 - 5 March 2027	Online / Live	Online / Live	**€1,625**
8 - 12 March 2027	Online / Live	Online / Live	**€1,625**
15 - 19 March 2027	Online / Live	Online / Live	**€1,625**
22 - 26 March 2027	Online / Live	Online / Live	**€1,625**
12 - 16 April 2027	Online / Live	Online / Live	**€1,625**
19 - 23 April 2027	Online / Live	Online / Live	**€1,625**
26 - 30 April 2027	Online / Live	Online / Live	**€1,625**
5 - 9 April 2027	Online / Live	Online / Live	**€1,625**
17 - 21 May 2027	Online / Live	Online / Live	**€1,625**
24 - 28 May 2027	Online / Live	Online / Live	**€1,625**



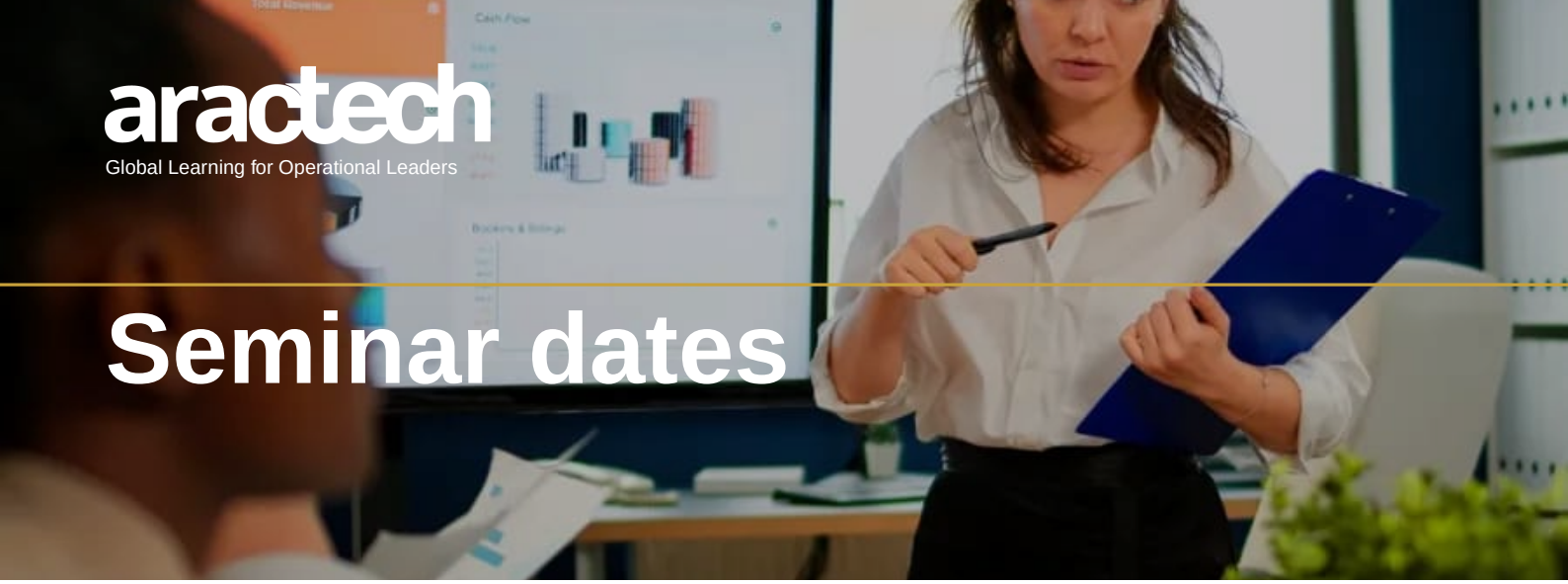
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
3 - 7 May 2027	Online / Live	Online / Live	**€1,625**
10 - 14 May 2027	Online / Live	Online / Live	**€1,625**
14 - 18 June 2027	Online / Live	Online / Live	**€1,625**
21 - 25 June 2027	Online / Live	Online / Live	**€1,625**
7 - 11 June 2027	Online / Live	Online / Live	**€1,625**
5 - 9 July 2027	Online / Live	Online / Live	**€1,625**
12 - 16 July 2027	Online / Live	Online / Live	**€1,625**
19 - 23 July 2027	Online / Live	Online / Live	**€1,625**
26 - 30 July 2027	Online / Live	Online / Live	**€1,625**
9 - 13 August 2027	Online / Live	Online / Live	**€1,625**



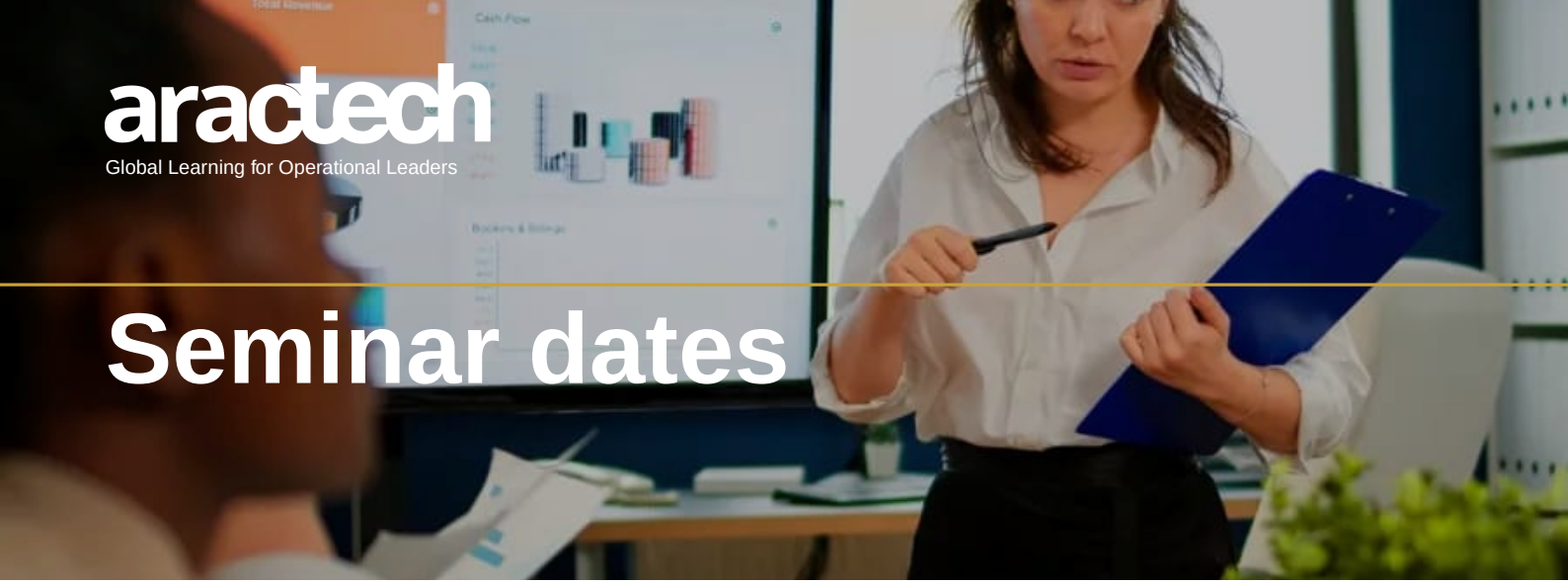
aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
16 - 20 August 2027	Online / Live	Online / Live	**€1,625**
23 - 27 August 2027	Online / Live	Online / Live	**€1,625**
2 - 6 August 2027	Online / Live	Online / Live	**€1,625**
13 - 17 September 2027	Online / Live	Online / Live	**€1,625**
20 - 24 September 2027	Online / Live	Online / Live	**€1,625**
6 - 10 September 2027	Online / Live	Online / Live	**€1,625**
25 - 29 October 2027	Online / Live	Online / Live	**€1,625**
4 - 8 October 2027	Online / Live	Online / Live	**€1,625**
11 - 15 October 2027	Online / Live	Online / Live	**€1,625**
18 - 22 October 2027	Online / Live	Online / Live	**€1,625**



aractech
Global Learning for Operational Leaders

Seminar dates

Available seminar dates

Live dates and pricing for Report and Presentation Preparation for Assistants generated from the course details page.

Date	Location	Format	Fee
1 - 5 November 2027	Online / Live	Online / Live	**€1,625**
8 - 12 November 2027	Online / Live	Online / Live	**€1,625**
15 - 19 November 2027	Online / Live	Online / Live	**€1,625**
22 - 26 November 2027	Online / Live	Online / Live	**€1,625**
13 - 17 December 2027	Online / Live	Online / Live	**€1,625**
20 - 24 December 2027	Online / Live	Online / Live	**€1,625**
27 - 31 December 2027	Online / Live	Online / Live	**€1,625**
6 - 10 December 2027	Online / Live	Online / Live	**€1,625**