



COMMUNICATION AND WRITING SKILLS | CWS-017

Report Writing for Managers

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Course content

Why Attend

Managers write reports to inform decisions, report progress and make recommendations. Effective reports are concise, evidence-based and focused on what decision-makers need.

This Aractech course covers planning management reports, structuring for decision-makers, executive summaries, analysis and evidence, recommendations, presenting numbers, visual elements and editing. Participants write a management report on a real issue.

Course Methodology

- Writing workshops
- Report critiques
- Feedback
- Templates
- Peer review

Course Objectives

- Plan reports for decision-makers
- Structure reports for quick understanding
- Write effective executive summaries
- Present analysis and evidence
- Make clear recommendations
- Edit reports for clarity and impact

Target Audience

- Managers and team leaders
- Department heads

Course content

- Project managers
- Analysts

Course outline

Detailed course outline

Day-by-day outline for Report Writing for Managers.

Day 1 - Planning Reports

- 09:00-09:45 | Purpose
- 09:45-10:30 | Audience
- 10:30-11:00 | Types of management reports
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Types of management reports (continued)
- 11:45-12:30 | Planning
- 12:30-14:00 | Exercise: Report brief

Day 2 - Structure

- 09:00-09:45 | Decision-focused structure
- 09:45-10:30 | Headings
- 10:30-11:00 | Logical flow
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Logical flow (continued)
- 11:45-12:30 | Length
- 12:30-14:00 | Workshop: Report outline

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Day 3 - Executive Summaries

- 09:00-09:45 | Summary principles
- 09:45-10:30 | Key messages
- 10:30-11:00 | Writing summaries
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Writing summaries (continued)
- 11:45-12:30 | Common mistakes
- 12:30-14:00 | Exercise: Writing a summary

Day 4 - Analysis and Recommendations

- 09:00-09:45 | Evidence
- 09:45-10:30 | Numbers and charts
- 10:30-11:00 | Options
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Options (continued)
- 11:45-12:30 | Recommendations
- 12:30-14:00 | Case study: Report that changed a decision

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Day 5 - Editing

- 09:00-09:54 | Clarity
- 09:54-10:48 | Conciseness
- 10:48-11:00 | Tone
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Tone (continued)
- 12:12-13:06 | Final checks
- 13:06-14:00 | Capstone: Management report

Seminar dates

Available seminar dates

Live dates and pricing for Report Writing for Managers generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Munich	Classroom	€3,225
14 - 18 December 2026	Amsterdam	Classroom	€2,830
18 - 22 January 2027	Kuala lumpur	Classroom	€1,925
15 - 19 February 2027	Barcelona	Classroom	€2,815
15 - 19 March 2027	London	Classroom	€2,315
19 - 23 April 2027	Munich	Classroom	€3,225
17 - 21 May 2027	Rome	Classroom	€3,460
21 - 25 June 2027	Munich	Classroom	€3,225
19 - 23 July 2027	Madrid	Classroom	€3,400
16 - 20 August 2027	Kuala lumpur	Classroom	€1,925

Seminar dates

Available seminar dates

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Date	Location	Format	Fee
20 - 24 September 2027	Barcelona	Classroom	€2,815
18 - 22 October 2027	London	Classroom	€2,315
15 - 19 November 2027	Munich	Classroom	€3,225
20 - 24 December 2027	Rome	Classroom	€3,460
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

Seminar dates

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17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
18 - 22 October 2027	Online / Live	Online / Live	€1,815
15 - 19 November 2027	Online / Live	Online / Live	€1,815
20 - 24 December 2027	Online / Live	Online / Live	€1,815