



from the desk of **SALT**

Executive Reporting Skills

This course will enable you to professionalize your reporting skills through presentation and discussion of key elements of good business reporting such as planning, style, audience awareness, punctuation and language choice.

Seminar Content

- Grammar and punctuation review: Using Indirect Speech and the Passive
- Key reporting terms and phrases
- Formal report writing: organisation of ideas and conclusions coherently
- Improve the presentation of your business writing and the development of a more professional writing style
- Practice activities and feedback

Investment: €320

**2-full day seminar from 09:00hrs to 17:00hrs*

For more information or to register: info@salt-pro.com

***Registration deadline is 7 days before the start date.
Early bird discount of 10% for registrations 14 days before start date.***

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