

WRITING EFFECTIVE REPORTS

16 - 17 OCTOBER 2017

Introduction

The learning process will be highly interactive and requires full participation during the program. While facilitators provide concepts, frameworks and skills learning for best management practices, an essential part of the learning come from the sharing of participants' experiences during the program and in small group discussions for maximum benefits. Other interactive learning methods, role plays, case studies and discussions are utilized to aid quality report writing.

Programme Outcomes

- Learn the principle skills of report writing
- Write clearly, concisely and persuasively
- Create structure and flow in reports
- Use good written English for understanding
- Convey information efficiently and succinctly
- Engage the reader at various levels

Programme Outline

Report writing for the results that you want can be painful on your time and effort. Learn efficient and effective tools and techniques for writing reports. We will explore and experience the steps and strategies of good report writing for best results.

Module One : The Plan of a Report

Module Two : The Process of Report Writing

Module Three : Write for the Reader

Module Four : Types of Reports

Module Five : The language of Report Writing

Module Six : Editing a Report

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Experts' Profile

Annie Lim is an adept international trainer, facilitator and coach who is versatile and engaging in developing management potential in the areas of leadership, communication, inter-personal, thinking, influencing and writing skills. The breadth of her global training experiences in a wide variety of business, industrial and government enterprises attest to her global agility. She encourages analysis, exploration and change through robust experiences in necessary skills. In addition, Annie has excelled and achieved high competency in training through more than 25 years of business management training. She holds an Honours Degree in English, American and Canadian Literature from the renowned McMaster University, Hamilton, Ontario, Canada. She is a Brain Developmentalist with the Institutes for The Achievement of Human Potential (Philadelphia USA), esteemed in brain research and learning development.

About CIBFM

CIBFM is the Centre of Excellence for the finance industry in Negara Brunei Darussalam. Under the purview of Autoriti Monetari Brunei Darussalam (AMBD), CIBFM plays an important role in developing the human capacity in the areas of banking, finance, leadership and management.

Accredited by Brunei Darussalam National Accreditation Council as a Training Institution, all CIBFM's training programmes are recognised as Value Added Qualifications.

In its role to enhance human capacity development, CIBFM organises high profile events in partnership with renowned institutions and the support of AMBD. CIBFM's signature events are Leadership Conference (LeadCon) and the Brunei Darussalam Islamic Investment Summit (BIIS).

KEEP LEARNING!



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PARTICIPATION FEE:

Your investment in this programme is:

Stakeholders	B\$1,250.00 per participant
Non-Stakeholders	B\$1,500.00 per participant (fee includes workshop material)

Your fee includes workshop material, refreshments & lunch and a certificate (for full participation). Payment must be made upon receipt of invoice issued by CIBFM.

CIBFM operates a strict NO CANCELLATION POLICY after receipt of nominations from organisations. CIBFM reserves the right to cancel or postpone the programme should the minimum number of participants of 10 is not met.

(Stakeholders are participants from MOF, AMBD and all domestic banks in Brunei Darussalam)

This programme is 100% redeemable from SBS

Please register:

1	Name:	
	Position:	
	Email:	
	Telephone:	
2	Name:	
	Position:	
	Email:	
	Telephone:	
3	Name:	
	Position:	
	Email:	
	Telephone:	

Approved by:

Name:	
SIGNATURE:
Position:	
Org/Dept:	
Email:	
Tel No:	

PLEASE FAX YOUR COMPLETED FORM TO

2461 224

BY 6 OCTOBER 2017

FOR FURTHER ENQUIRY, PLEASE CALL

2461 221/223

EMAIL registration@cibfmbrunei.com

www.cibfmbrunei.com

VENUE OF TRAINING:

CIBFM, LEVEL 1, ILIA BUILDING,
UBD CAMPUS, TUNGKU-LINK, BRUNEI DARUSSALAM