

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to analyse data and present information in a report format.

This programme has been designed and developed by Academy Business School

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Relate the purpose, content, form, frequency and recipients of a range of reports
- Identify information sources and organizational procedures for obtaining and distributing information
- Compile reports related to a selected business function.
- Liaise with relevant parties and verify that reported information is in accordance with requirements.

PROGRAMME OUTLINE

- Relate the purpose, content, form, frequency and recipients of a range of reports
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LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enrol on this programme should be competent in Communication at NQF Level 3.

METHODOLOGY

Training Programme Duration: 1 Day

Assessment: Students will be formatively assessed in the classroom by means of activities.

Certification: Delegates will receive a certificate of attendance after completion of the programme.

TARGET GROUP

- Team leaders
- First line managers
- Administration managers
- Administration clerks

BENEFITS

- Increased productivity
- Credits towards a qualification
- Improved opportunities to claim skills grants