



**!!!INTERESTED IN MASTERING THE ART OF WRITING REPORTS
THEN THIS SHORT LEARNING PROGRAMME IS FOR YOU!!!**

Short Learning Programme: Report Writing

The purpose of this course is to develop and improve the report writing skills of people who will be attending the course. This course will equip participants with the necessary knowledge and skills to write professional reports. The report writing course includes the structuring of reports from short to lengthy formal reports. As report writing requires conciseness and clarity for effective decision-making processes, basic report writing and writing principles are addressed.



Who Should attend

The SLP is ideal for any professional who is required to write formal correspondence in a form of emails, memos, reports any other related correspondence for a variety of settings.

Brief overview of the SLP

The report writing programme is aimed at equipping the participants with the necessary skills to improve their competence in report writing. This is an interactive programme, it involves discussions of course material, and participants will be expected to engage in group discussions and with the facilitator during the session.

Admission requirements

Matric with a 50% or above in English. RPL policy and processes will be used for those who already have work experience.

Mode of Delivery

Online learning

**COSTS:
R6655.00**

**COURSE DURATION: 5 SESSIONS OF 2HRS
VENUE: ONLINE VIA TEAMS**

**CLOSING DATE OF REGISTRATIONS:
13 SEPTEMBER 2024**

COMMENCEMENT DATE: 30 SEPTEMBER –04 OCTOBER 2024

Register now to secure your spot:
Link/QR Code

CLICK HERE

OR



For enquiries and registration contact:

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**PAYMENT CONDITIONS:
THE COURSE FEES SHOULD BE FULLY PAYABLE BEFORE THE
COMMENCEMENT OF THE PROGRAMME.**