

Effective Report Writing

within the NHS



Are you ready to advance your professional journey?

The Effective Report Writing within the NHS course is designed to support NHS Trust professionals with crafting impactful and valuable reports. Whether you're new to report writing or are seeking to refine your report writing talents, this course will equip you with the essential skills and principles for producing effective reports. These valuable skills will enhance your personal career development and professional success, benefiting both your role within the Trust and your broader engagement in the healthcare sector.

General knowledge acquisition is delivered over a one-day learning session with application of learning through theoretical discussion and practical interactive activities.

The **key learning objectives** of the programme are:

- Understand the purpose of effective report writing in the NHS
- Understand the core principles of clear and effective report writing
- Learn the fundamental structure of a report
- Tailor your report writing to you identified readers
- Structure a concise and effective executive summary
- Understand the effective use of visual aids like tables, graphs, and charts
- Understand legal and ethical considerations when writing a report
- Learn how to properly reference and cite sources correctly within a report.

Prior to the session, you will be provided with details of the programme, what you need to bring to the workshop and what is expected of you whilst on the course.

By the end of the course, you will have gained the basic knowledge and skills for writing effective and impactful reports.

Programme Overview

<p>Workshop</p>	<p>The one-day workshop will cover the following:</p> <p>Session 1: Report Writing Fundamentals (2 hours)</p> <ul style="list-style-type: none"> Understanding the Purpose of Reports Identifying Your Readers Structuring Your Report Executive Summaries <p>Session 2: Clarity and Conciseness in Writing (1.5 hours)</p> <ul style="list-style-type: none"> Principles of Clear Writing Techniques for Conciseness Using Visuals: Tables, Graphs, and Charts <p>Session 3: Data Accuracy and Confidentiality (1.5 hours)</p> <ul style="list-style-type: none"> Ensuring Data Accuracy and Reliability Legal and Ethical Considerations: Confidentiality and GDPR Compliance Referencing and Citing Sources <p>Session 4: Feedback and Revision Techniques (30 minutes)</p> <ul style="list-style-type: none"> Peer Review: Providing and Receiving Constructive Feedback Revising and Finalising Your Report Continuous Improvement in Report Writing <p>Interactive Activities</p> <p>Throughout the course, participants will engage in various interactive activities to reinforce their learning. These activities may include group discussions, case studies, and hands-on exercises.</p> <p>Materials Provided</p> <p>You will receive a comprehensive set of reference materials, including writing tips, examples, and convenient links to online resources, facilitating your ongoing skill development.</p>
<p>Benefits include</p>	<ul style="list-style-type: none"> Enhanced Skills: Equips participants with effective report writing skills. Career Growth: Unlock opportunities for professional advancement. Effective Communication: Master the art of conveying complex information succinctly. Ensure Success: Write beneficial and impactful reports. Data Accuracy: Ensure precision in data representation and analysis. Confidence: Approach the task of report writing with self-assurance. Personal Fulfilment: Achieve satisfaction and a sense of accomplishment. Versatile Expertise: Apply skills across different reports within the NHS.
<p>Pre-entry criteria</p>	<ul style="list-style-type: none"> You need to be directly employed by the Trust for 6 months or more You need to be in a role where you are, or will be, required to write reports All mandatory training needs to be up to date You need to have support from your Line Manager and Senior Manager You need to be able to attend the date advertised.