

# Writing Effective Reports

<b>COURSE DATES</b>	Wednesday 3rd November 2010  1.00pm to 4.00pm
<b>DESIGNED FOR</b>	This workshop is aimed at those who are new to report writing and would like a few introductory tips to writing effective reports.
<b>COURSE CONTENT</b>	<p>Reports play an essential role in many voluntary and community sector programmes and they need to be read, understood, and often, acted upon. Most VCS workers have limited time to write reports, often because they are doing the work that needs to be reported on!</p> <p>This short workshop will offer an introduction to:</p> <ul style="list-style-type: none"><li>◇ Key principles of report writing</li><li>◇ Techniques for writing short, succinct report</li><li>◇ Ideas for structuring report</li></ul>
<b>BENEFITS TO YOU/YOUR ORGANISATION</b>	Well written reports will help you obtain future funding and promote the work of your organisation.
<b>TUTOR</b>	Lisa Vernon
<b>VENUE</b>	Amber Valley CVS, 33 Market Place, Ripley, Derbyshire, DE5 3HA
<b>COST</b>	<p><b>The workshop is free for members. A charge of £35.00 will apply to non members.</b></p> <p>If you should fail to attend, an administration fee of £35.00 will be invoiced.</p>
<b>BOOKINGS</b>	<p style="text-align: center;"><b>EARLY BOOKING IS ADVISED</b></p> <p>Please complete the booking form overleaf.</p>
<b>FURTHER ENQUIRIES</b>	Contact Jenna Shaw at the Derbyshire Learning & Development Consortium if you would like further information on 01332 265960.

# Booking Form

## COMPLETING THIS FORM

*If you have any difficulty completing this form please contact  
Derbyshire Learning and Development Consortium*

Course Title	Date & Time	Fee to Pay
Writing Effective Reports	Wednesday 3rd November 2010 1.00pm to 4.00pm	£35 for non members  Should you fail to attend, an administration fee of £35.00 will be invoiced.

### PERSONAL DETAILS (Please write in block capitals)

Full Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name & Address of Organisation: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

**In what capacity do you work with the above named organisation? i.e. volunteer, employee**

**Please let us know if you have any particular training or accessibility needs:**

**Bookings will only be made on receipt of the completed booking form.**

- I enclose a cheque (made payable to Derbyshire Learning and Development Consortium)
- Please invoice me

***Booking fees will not be refunded for cancellations notified less than 3 weeks from the start date of the course. Please note that payment via invoice will be claimed whether or not you attend the course if 3 weeks notice is not given.***

How did you hear about this course? \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If you would like more information about becoming a member of Derbyshire Learning & Development Consortium please tick box for a membership pack.

**Please return your booking form to Hilary Slater, Derbyshire Learning & Development Consortium, 32 Charnwood Street, Derby, DE1 2GU**