MAWA EVENTS

Address: No. 857, Block A2. Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net

EFFECTIVE BUSINESS & REPORT WRITING

"Enhance Professional Communication Through Clear, Concise, and Impactful Writing"

Schedule

Date	Venue	Duration	Fees (Face-to-Face)
01 – 02 Apr 2026	Riyadh, KSA	2 Days	USD 1995 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Strong business and report writing skills are essential for effective communication, decision-making, and professional credibility. Clear and well-structured documents enhance understanding, support strategic initiatives, and reflect positively on the writer and organization.

This intensive 2-day training equips participants with practical techniques to write professional business documents, reports, and executive summaries. The program emphasizes clarity, structure, and tone, enabling participants to communicate ideas effectively in a professional setting.

Objectives

By the end of this course, participants will be able to:

- Understand the principles of effective business writing
- Structure reports, memos, and business documents logically and clearly
- Use appropriate language, tone, and style for different audiences
- Edit and proofread documents for accuracy and clarity
- Apply techniques to write executive summaries, proposals, and recommendations
- Enhance persuasive and professional communication skills
- Reduce errors, ambiguity, and miscommunication in business writing

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Why Attend

- Learn techniques to write clear, concise, and professional documents
- Improve communication effectiveness within your organization
- Enhance credibility through well-structured and error-free reports
- Save time by applying efficient writing strategies and templates
- Apply best practices in report writing, business correspondence, and documentation
- Boost confidence in producing professional written materials

Target Audience

This program is designed for:

- Business professionals, managers, and executives
- Team leaders and project managers
- Administrative and support staff involved in report preparation
- Professionals seeking to improve communication and writing skills
- Individuals responsible for documentation, proposals, and corporate reporting

Individual Benefits

Key competencies that will be developed include:

- Structuring business documents and reports effectively
- Writing with clarity, precision, and professional tone
- Editing and proofreading skills to reduce errors and enhance readability
- Persuasive and analytical writing techniques
- Ability to tailor documents for different audiences
- Enhanced confidence in professional communication

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved clarity and quality of organizational documents
- Enhanced communication efficiency within teams and departments
- Reduced miscommunication and errors in business reporting
- Stronger impact of reports, proposals, and executive documents
- Increased professional credibility and brand image through written materials
- Support for decision-making with clear and well-structured reports

Instructional Methodology

The course follows a practical and interactive approach combining theory with exercises:

- Strategy Briefings – Principles of effective business writing and report preparation
- Case Studies – Real-world examples of professional business documents
- Workshops – Hands-on exercises in report writing, editing, and summarizing
- Peer Exchange – Group discussions on writing challenges and best practices
- Tools – Templates, checklists, and guidelines for professional writing

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Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch: 01:00 – 02:00

Day 1: Fundamentals of Business Writing

- Principles of effective business communication
- Structure and components of professional reports and documents
- Language, tone, and style for clarity and precision
- Workshop: Drafting business documents and internal memos

Day 2: Advanced Report Writing and Editing

- Writing executive summaries, proposals, and recommendations
- Techniques for editing, proofreading, and improving readability
- Workshop: Case study exercises and document improvement
- Tips for persuasive and professional business writing

Certification

Participants will receive a Certificate of Completion in Effective Business & Report Writing, validating their competence in professional business communication and report writing skills.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

In-House / Customized Training Interested in running this course for your team? Please contact us:	TEL: **+601116373203**	EMAIL: **info@mawaevents.net**

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