

Report Writing for Local Government

Scheduled dates for 2024:

14–15 March (Reg close 29 Feb 2024)

6–7 May (Reg close 22 Apr 2024)

17–18 June (Reg close 3 June 2024)

8.45 am for 9.00 am start to 4.30 pm

LG Professionals WA
Suite 8b, Level 1
180 Scarborough Beach Road
Mount Hawthorn WA 6016

Cost (incl GST)

\$945 Member

\$1060 Affiliate

\$1120 Young Professional Member

\$1120 LGWA Member

\$1180 Non-Member

Local Government Subscriber*

\$945 Gold | \$1000 Silver | \$1060 Bronze

* Please email
events@lgprofessionalswa.org.au for your Local
Government Subscriber discount code.

Please note:

Registrations are only open for local government
officers and corporate partners.

Gain the knowledge and skills required to become an excellent report writer with the Report Writing for Local Government workshop.

Local governments have a constant flow of information that must be communicated in the most efficient and clear way. This workshop will provide participants with an enhanced understanding of key report writing concepts and an improved knowledge of grammar and punctuation essentials.

Participants will leave the workshop with several practical take aways that can be instantly applied in their local government role, one of the most important being an improved ability to produce easy to read reports that are clear and to the point.

Key learnings and workshop outcomes will include:

- how to make your writing work effectively by using three key strategies
- how to write simply yet effectively using: clarity, precision, concision, impact and influence
- demonstrated techniques to simplify and present complex information
- how to focus on your readers
- understanding the persuasive nature of words and phrases in order to mount better, more influential arguments
- how to gather and organise information effectively
- how to structure information for ease of understanding
- strategies for targeting a specific readership
- making recommendations supported by the reports
- an enhanced understanding of the basic rules of grammar and the common mistakes made by writers
- an enhanced understanding of the use and misuse of all punctuation marks.



Register online: <https://www.lgprofessionalswa.org.au/reportwriting>

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John Harman

Workshop Facilitator



John Harman is an ex-Fleet Street journalist; he has also written scripts for many popular UK television series.

John is now a novelist, with several international crime thrillers as well as more than twenty non-fiction books.

John has lectured extensively in the UK, USA and in Australia. He is an adjunct senior lecturer at the school of Communications and Contemporary Arts at ECU.

He specialises in conducting workshops for companies and for State and Local Government on simple and effective writing skills; presentation skills; the use of creativity and visioning in leadership.

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Contact LG Professionals WA

08 9271 1136

events@lgprofessionalswa.org.au

www.lgprofessionalswa.org.au

Terms and Conditions apply, please visit
<https://www.lgprofessionalswa.org.au/eventterms>
for more information.

Accommodation

Accommodation costs are the responsibility of the attendee.

Recommendations for accommodation near the LGPA office can be found on the LGPA website.

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