

## Course Trainer

**Mr. Tan Kok Chee** is the Head of the Business Communication Centre, and a trainer and full-time lecturer with the School of Communication, Arts and Social Science at Singapore Polytechnic. With 20 years of experience as an educator and corporate trainer, he provides consultancy services and training programmes for local organizations (e.g. Workforce Development Agency, Ministry of Foreign Affairs, Ministry of Social and Family Development and Ministry of Education) and foreign organizations (e.g. Japanese colleges and the Chinese and South East Asian government agencies).

Kok Chee's fields of training include business writing, creative writing, communication skills for work, report writing & presentation, debating, speech writing and delivery, emceeing, critical thinking and publishing. He is also a certified behavioral consultant in the DISC Personality System™. His other pursuits include literary criticism and poetry. His works have been published in the multiple award-winning "The Victorian Web" hosted by the prestigious Brown University; and various international online poetry forums.



For any enquiries, please contact:

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**Report Writing**

**(Intermediate Level)**

## LEARNING OBJECTIVE

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At the end of the course, participants will be able to:

- Understand the purpose and usefulness of reports
- Understand the basic 3-part structure of reports
- Apply thinking strategies to ascertain the content and gather relevant data needed for various parts of the report
- Use effective language tools to communicate clearly
- Learn how to achieve persuasion by tailoring information to specific readership.
- Get an overview on abstract writing and poster writing for conferences and apply the newly learned report writing tools and skills to contexts of abstract and poster writing

## COURSE OUTLINE

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The topics covered in the course are as follows:

### Day 1

#### 1) Getting the BIG Picture

- Explain the usefulness and relevance of reports at work
- Apply the principles of effective writing in report writing

#### 2) Planning the Writing

- Gather pertinent information/ data for the report by applying thinking strategies
- Organise the information/data
- Use relevant evidence in report writing

*Task : In groups, participants will work on a current report or a given scenario. They will present and critique the plans by each group.*

### Day 2

#### 3) Presenting the Data

- Select and use appropriate visuals (photographs, charts etc) in a report
- Design visuals to present information/data
- Organise the visuals in a reader-friendly format

#### 4) Writing the Report

- Produce a report with clear structure and sections
- Apply effective persuasive techniques in report writing by tailoring information to specific readership (e.g. Writing abstracts and posters for conferences)

## TARGET AUDIENCE

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All Healthcare professionals (Executives and above; including SHMDP Fellowship Awardees)

## TEACHING METHODOLOGY

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Discussions, sample evaluations, individual, pair and group presentations, practice and coaching sessions, written report exercises

## COURSE FEES

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For Healthcare VWOs and Nursing Homes with Portable Subsidies:

Fees for Singaporeans & PRs = \$48.86 per pax

Fees for Foreigners = \$235.04 per pax

Fees for Singaporeans & PRs and any others = \$421.22 per pax

## VENUE, DATE & TIME

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Date: 9 & 10 Oct 2017

Time: 9am to 5pm

Venue: AIC Learning Institute @ City Square Mall

Address: City Square Mall, 180 Kitchener Road, #06-05/06, Singapore 208539