



AMCTO
THE MUNICIPAL EXPERTS

AMCTO's Corporate Training
Report Writing for Municipalities

1-Day Workshop

This workshop will help you to write informative and thorough reports, resulting in readers being interested, engaged, and ultimately satisfied that they have the information needed to make a decision. Come prepared to share your problems and experiences as this workshop is an interactive learning opportunity. Participants will be asked to complete an individual or group exercise putting what you've learned to use.

How many times have you heard these comments?

- Members of Council never read their agendas.
- Our Council meetings are too long.
- That information was in the report.
- I don't see why we have to do this.
- Staff reports are too long.

Writing staff reports requires an understanding of the needs of both the reader and the author...
not to mention the public!

What you will learn:

- Proven techniques to help make your reports interesting, thorough and better understood.
- An understanding of what information needs to be in a report and what doesn't.
- How to determine whether your reports are too long and what to do about it if they are.
- A staff report template(s) that works for your organization.
- How staff reports can shorten meetings and make minute taking and meeting management much easier.
- Best practices for writing public reports for closed meeting topics.

Who should attend:

Managers and staff who are involved with preparing reports for municipal councils and/or committees.

How To Write A Training Report

B Lingard



How To Write A Training Report:

Whispering the Secrets of Language: An Psychological Quest through **How To Write A Training Report**

In a digitally-driven world wherever monitors reign supreme and quick connection drowns out the subtleties of language, the profound techniques and psychological subtleties hidden within phrases frequently go unheard. Yet, located within the pages of **How To Write A Training Report** a interesting literary prize pulsating with fresh emotions, lies an extraordinary quest waiting to be undertaken. Penned by a talented wordsmith, this enchanting opus attracts readers on an introspective trip, softly unraveling the veiled truths and profound affect resonating within the very cloth of each word. Within the mental depths of this touching review, we will embark upon a heartfelt exploration of the book is key themes, dissect its captivating publishing style, and succumb to the strong resonance it evokes serious within the recesses of readers hearts.

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