



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

Nancy Stimson



How To Write A Training Report:

Report Writing Skills Training Course - How to Write a Report and Executive Summary, and Plan, Design and Present Your Report - An Easy Format for Writing Business Reports , *How to Write & Prepare Training Materials* Nancy Stimson,2002 How to Write and Prepare Training Manuals explains the techniques to employ when writing and preparing all types of training materials whether handouts reports structured courses or material for use online **The National Skills Development Handbook 2007/8** ,200? **The Protection Officer Training Manual** IFPO,2003-09-26

This revised edition retains the exceptional organization and coverage of the previous editions and is designed for the training and certification needs of first line security officers and supervisors throughout the private and public security industry Completely updated with coverage of all core security principles Course text for the Certified Protection Officer CPO Program Includes all new sections on information security terrorism awareness and first response during crises The Training Evaluation Process David J. Basarab Sr.,Darrell K. Root,2012-12-06 This book details a unique training evaluation approach developed by David J Basarab Sr currently the Manager of Evaluation at Motorola University This approach was developed in part based on information from his graduate coursework with Dr Darrell K Root professor of program evaluation and educational administration at the University of Dayton It enabled Motorola to evaluate their corporate training programs to determine whether money spent on training was an investment or an expense This evaluation approach is also significant in determining either the effectiveness of or the opportunities to improve corporate training programs In this text The Training Evaluation Process David Basarab and Darrell Root provide commercial industry training with a step by step approach to use when evaluating training progruns thus allowing training to be viewed as an investment rather than an expense This text focuses on assessing training programs so that they may be improved This approach provides a successful procedure to use when evaluating training programs Included in the text is a comprehensive explanation of the evaluation model developed by D L Kirkpatrick Kirkpatrick D L November 1959 in which he described four levels of evaluating training progruns Level 1 Reaction Evaluate to learn participants perception to the training program Level 2 Learning Evaluate to determine whether participants have learned the course subject matter Level 3 Behavior Evaluate participants use of newly acquired job skills on the job Level 4 Results Evaluate the organizational impact of training on company s workforce

Report Writing Skills Training Course. How to Write a Report and Executive Summary, and Plan, Design and Present Your Report. an Easy Format for Writi Margaret Greenhall,2010 Chapter 1 What makes an excellent report Chapter 2 Planning and Resources for your Report Chapter 3 Organizing your Report Chapter 4 Presentation of the Report Chapter 5 The finishing touches *Coaching Skills Training Course* Kathryn Critchley,2009 An easy to follow 5 step model to guide you through the coaching process Exercises will help you enhance your skills Learn to both self coach and coach others Over 25 ready to use ideas How to use NLP in your coaching Goal setting tools to help people achieve their ambitions

A toolbox of ideas to help you become a great coach Lawyer Hiring & Training Report ,1983 *Stress Management Skills Training Course* Kathryn Critchley,2010-05 Stress Management Skills Training Course Stress is all around us and affects us all but it isn't the same for everyone and each of us handles it differently One person's challenging pressure is someone else's debilitating stress Techniques that work well for you might not be so effective for me There is no single right answer and that's why we want to help you build your own personal toolbox of stress management skills Course Overview We start this course by taking an in depth look at stress exactly what it is and how to deal with it We show you how to identify your unhealthy stress and then give you a number of strategies to help you effectively manage and deal with any areas you want to change Remember not all stress is bad some stress is good and can be healthy plus it's often a great motivator Throughout the programme we take a holistic approach to stress management and consider both manager and employee in the workplace as well as how to cope outside work and maintain a healthy work life balance Topics include Identifying and fully understanding what stress is How stress affects our performance physical body and behaviour The importance of becoming aware of stress and then taking responsibility by implementing simple strategies to make desired changes to reduce stress Successful stress management By taking a more personal inward looking approach you can gain far more control and make far more changes than you can by simply waiting and hoping for the world to change around you By the end of this course you'll have a much deeper awareness of how you create your own stress and what you can do about it You'll discover that around 80 per cent of the stress you currently suffer maybe in your head You'll also find out what you can do to change it for good As part of this unique style of training we'll be looking at your beliefs and your own rule structures This will allow you to challenge yourself in a safe environment to really consider whether you need or would like to make a few adjustments to how you think about stress We'll also walk you through easy restructuring and change processes which will allow you to view things differently and start to make deep long lasting changes The course is a little different informal and lots of fun All we ask is that you open your mind take from the course what is right for you and enjoy About the author Kathryn Critchley With over 14 years experience of high pressure sales and management roles in the telecoms industry with organisations such as BT and Orange and over 6 years experience working for the NHS Kathryn understands the dynamics of team building change management employee motivation and organisational productivity She has provided training coaching or therapy for organisations such as the NHS Victim Support and Witness Service Cisco Systems Peugeot British Gas IBM Royal Sun Alliance various councils schools and universities and is also a trainer with the CIPD Kathryn is passionate about helping people make positive changes and achieve their goals She achieves remarkable results through seminars and workshops as well as one to one interventions She has over 12 years experience as a coach therapist and trainer and a wide range of qualifications including Dip Counselling Master NLP Practitioner INLPTA NLP Master Practitioner Cert Hypnotherapy Dip Hypnotherapy Hypnotherapy Master Practitioner Graduate Anthony Robbins Mastery University Dip

Stress Management Cert Advanced Transactional Analysis Cert Corporate Consulting Cert Life Coaching Dip Performance Coaching Cert Advanced Life Coaching Cert NLP Life Coaching She has also written Coaching Skills Training Course see [www UoLearn com](http://www.UoLearn.com) In this book she shares some of the knowledge and skills that have helped her to manage her own stress and empowered others to do the same 7 Strategies for Effective Training: Special Report ,

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