

#### **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**

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Committee on Appropriations.
Subcommittee on Departments of
Labor, Health and Human Services,
Education, and Related Agencies

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state and in part because of informal organizations Suzanne Levi Sanchez provides eight case studies each an independent look at a particular informal organization but each also part of a larger picture that helps the reader understand the importance and key role that informal organizations play for civil society and the state Each case explores how informal organizations operate and investigates their structures and interactions with official state institutions civil society familial networks and development organizations As such each chapter explores the concepts through a different lens while asking a deceptively simple question What is the relationship between informal organizations and the state <a href="Employment Service">Employment Service</a> <a href="Employment Service">Employment Security Review</a> United States. Bureau of Employment Security, 1945

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