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

Rachel S Tattersall

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 progrruns 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 progrruns 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

   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 ,1988   **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 hoe 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 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* ,   How to Write Web Copy and Social Media Content Paul Lima,2014-08-25 How to Write Web Copy and Social Media Content Spruce up Your Website Copy Blog Posts and Social Media Content is more than an online writing book While writing for online media is the focus the book takes writers through the important writing process showing them how to think before they write Then it demonstrates how to apply this process to website copy including structuring copy on websites blog posts and social media such as Twitter Facebook and LinkedIn This book is for those who want to make their website and blog copy sparkle and boost the effectiveness of their social media content The book is based on business writing and online and social media copywriting courses that the author teaches for University of Toronto continuing education students and for corporate clients In short How to Write Web Copy and Social Media Content will help you organize your thoughts before you write become a more effective and efficient online writer make your points in a concise and easy to read scan manner achieve your purpose and obtain feedback if so desired This book is all about communicating more effectively online so your readers understand why you are writing and what action if any remember a click is an action you need them to take It is filled with samples examples and exercises to get you writing for various online media   **How to Write Reports and Proposals** Diane Lutovich,Janis Fisher Chan,1998   *Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for 1991: National Institutes of Health (2 v.)* United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Labor, Health and Human Services, Education, and Related Agencies,1990   *Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for Fiscal Year 1991* United States. Congress. Senate. Committee on Appropriations. Subcommittee on Departments of Labor, Health and Human Services, Education, and Related Agencies,1990   Departments of Labor, Health and Human Services, Education, and Related Agencies Appropriations for Fiscal Year 1991: Nondepartmental witnesses United States. Congress. Senate. Committee on Appropriations. Subcommittee on Departments of Labor, Health and Human Services, Education, and Related Agencies,1990   Studying for Your Future Angela Hepworth,2010-11 Studying for your future Successful study skills time management employability skills and career development University study is about both the topic you ve chosen and preparing yourself for your future career As the job market has become more and more competitive it is the transferable skills that students have that will get them that all important first job Personal development planning PDP is the route to help students take control of their own development This will enable them to become independent life long learners and far more employable A checklist to put together a portfolio to show a prospective employer Learn the skills to prepare you for your degree Help you with literature reviews referencing and writing skills Goal setting to help you focus on your future Sort out your time planning Improve your study skills and exam preparation Prepare you for employability Help you to carry out a career search and improve your interview technique How to write a great CV covering letter and fill in your job application Free downloadable exercises from uolearn A

huge toolbox of skills for success to help you get your dream job About the author Angela Hepworth Angela has been teaching for over twenty years in both Further and Higher Education Her expertise is in developing students academic skills on their degree programmes and also encouraging students to achieve their goals along their journey both personally and professionally Angela has taught over 15 000 students and every one has been of upmost importance in helping her to also achieve her own personal achievements growth and job satisfaction She is indebted to the students that have taken her advice and then gone on to achieve their goals It is an honour to be in such job that allows for such an exchange of motivation and inspiration to take place What do people think Through personal development planning PDP I have learned the skills appropriate for my job field and know how **Bridging State and Civil Society** Suzanne Levi-Sanchez,2021-12-07 Bridging State and Civil Society provides an in depth study of parts of Central Asia and Afghanistan that remain marginalized from the larger region As such the people have developed distinct ways of governing and surviving sometimes in spite of the 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

How to Write Terrific Training Materials Jean Barbazette,2013-04-17 Now you can access Jean Barbazette s systematic process for creating winning training materials that will help raise your skills to the next level The book is filled with easy to use tools and templates that answer all the questions trainers course designers and subject matter experts SMEs have about what it takes to develop training materials and how they can easily create the best training program in the shortest amount of time Jean is a master at providing her readers with new ideas and innovative approaches to the art of delivering excellent learning solutions Our field has gone through so many changes and Jean is on top of them and out in front all at the same time Bravo Beverly Kaye founder chairman of the board Career Systems International and coauthor of Help Them Grow or Watch Them Go Barbazette has done it again she has made your job easier with step by step guidelines for developing training materials Jean covers the entire process in her typical easy to follow manner simplifying the complicated and making you the hero Don t miss this one Elaine Biech ebb associates inc and author of The Business of Consulting Once again master trainer Barbazette has provided an elegantly simple step by step guide to what can often be the most tedious part of the training process writing training materials that support and expand a learner s results Both seasoned professional and newcomer will find this an easy to follow guide and valuable resource to be used over and over Eileen McDargh president McDargh Communications and author of Talk Ain t Cheap It s Priceless Barbazette is back to fill another gap in the training

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