



Over 50 years of Academic Excellence.

GRAFFINS COLLEGE

COURSE IN REPORT WRITING

About This course:



- Efficient Resource Allocation
- Goal Achievement
- Decision-Making
- Team Performance
- Problem Solving
- Strategic Planning
- Financial Management

Our Report Writing Skills Training Course will provide you with a toolkit to put together a well-structured report that is easy to read and covers all of the key points.

The course will help improve your business report writing skills. We will show you how to put together a well-structured report by showing you how to plan the report, adapt it for your audience, build the report around a structure and bring it to a successful close.

Benefit:



- Career Management
- Delegating
- Goal Setting
- Leveraging Your Networks
- Managing Your Boss
- Meeting Management
- Presentation Skills
- Stress Management
- Time Management

Skills Learned



2 months

Duration



Start Date:
Learning Option:



New Classes Start Every Week.

Learning Mode - **In class and Online.**

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