



Report Writing for Municipalities

Municipal councils depend on the information provided to them for many of the crucial decisions they make. There is a link between the planning that goes into a staff report and the ease of implementation of the resulting council resolution.

How many times have you heard these comments?

- Staff didn't provide enough detail in the reports
- Council members don't read the reports or the agendas
- Council meetings are too long
- That report should also be a presentation
- Staff reports are too long and detailed to understand
- That recommendation needs to be explained better

In this workshop, participants will learn how to hone their report writing skills with instructors covering everything from how to include the necessary details while keeping writing clear and concise, to writing in a way that engages readers and provides them with accurate information and key messages needed to make a decision. Writing staff reports that are reader-centred requires an understanding of the needs of both the reader and the author, along with the public.

Learning Objectives

- Understand the key areas of report writing:
 - Report structure
 - Planning the report
 - Drafting the report
 - Writing the report
- Discover tools and techniques to plan and write an effective report
- Understand what belongs in a report and what doesn't
- Know how to utilize a report writing checklist for efficiency
- Understand best practices for writing reports for closed meeting items
- Know the guidelines to utilize to write an executive summary
- Understand how staff reports can assist with effective meeting management

This Training is Ideal for:

- Any municipal staff responsible for preparing and writing reports for council
- Professionals in the public and private sector responsible for drafting reports, memos or documents

More Information?

Contact Jeanne Moon, Coordinator Programs & Services, for further details or questions:
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If you are interested in booking this Corporate Training Workshop, please [click here](#) to submit a request through our online booking system.