

Communication

# REPORT WRITING BASIC for Security Personnel



Good reports begin with good note-taking. The purpose of a report is to inform the reader accurately about important facts. As a security, you have to be able to write different types of reports, and do this in a professional manner. Proper use of English spelling and grammar is a 'must'. Most of us assume that we know and remember all of the essentials of the English spelling, grammar and written communication. But in our day to day use of the English language we slowly discover that we can use a refresher-course to improve our skills, and avoid uncomfortable moments with clients and/ or superiors.

## FOR WHOM

This course is for security personnel wanting to improve their basic writing skills.

## Course material

Participants receive a binder compiled specifically for this course by Adviesbureau InTop N.V.

## Duration & time

*This course consists of 10 sessions of 2 hours.*

## Costs

*Please contact us so we can prepare an attractive offer for All your training needs!*



**All our report writing courses are designed to meet the specific needs of our clients depending on their personal/organizational requirements and existing skills set.**

