



# MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

*Make your Dreams Come True*

## 2016/17 Course Outline

MSPD Skills Development Programme

### Report writing - (1day )

**Unit Standards 110023 NQF level-4, 6-credits**

#### Course Outcome

1. Purpose and content of a range of reports
2. Brief introduction to report writing
3. Regular reports of an organisation and the purpose thereof
4. General business reports
5. Report headings, recipients, purpose, frequency of distribution
6. Templates of company-specific reports
7. Template of management report
8. Template of production report
9. Template of quality control report
10. Template of health and safety report
11. Illustration company procedure applicable to reports.
12. Purpose and content of a range of reports
13. Content of reports and liaison with other parties
14. Explanatory notes of different types of reports
15. Different types of reports used in business
16. Purpose of reports

