



Writing for scrutiny (one or two days)

Producing reports is an essential part of scrutiny. The process of producing a report typically includes:

- gathering evidence of various kinds – written evidence, transcripts of hearings, notes of other meetings and secondary research into evidence from primary sources;
- analysing the evidence; and
- creating an argument from the evidence, drawing conclusions and making recommendations.

This workshop focuses on writing the report itself. You will gain key skills to manage this process and produce reports that are coherent and well written. Above all, you'll be able to use scrutiny reports that offer powerful ideas to support policy-making.

Objectives

As a result of attending this workshop, you will be able to:

- develop your understanding of the functions of scrutiny reports;
- prepare and construct coherent and useful reports;
- organise information more efficiently and convincingly;
- improve your use of language;
- use a set of objective criteria to evaluate and improve your reports.

Wherever possible, we shall work on 'live' reports that you're producing at the time of training. Alternatively, I can work on examples of reports you have written prior to training, and other examples drawn from your archives.

Numbers on the course must be limited to **six**.

Pre- and post-course work

I shall ask you to send examples of your work to me for critique. I can also invite you to bring examples of reports with you to the workshop. I offer to critique *one* further report after the workshop, by email or on site.

Kairos Training Limited

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Outline programme

Reports as tools of scrutiny

- functions of scrutiny reports
- writing for different audiences: issues of sensitivity and need
- time management

Planning the report

- creating SMART recommendations
- distinguishing conclusions from recommendations
- constructing coherent arguments
- using evidence to support arguments
- adding presence to your report: bringing the argument to life
- practical exercises in planning a report

Constructing an outline

- control criteria
- outlining from recommendations
- practical exercise: preparing an outline

From outline to first draft

- essential apparatus of a report
- functions of prose; techniques of explanation
- summaries and introductions
- using graphics: representing information visually; navigation aids
- practical work: developing the outline; identifying necessary prose techniques

Editing the report

- paragraphs, sentences and words
- grammar and punctuation: the essentials
- creating a dynamic style
- practical exercises: editing for accuracy, brevity and clarity

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