

Report writing skills

WEA Adult Learning
Within Reach



Report writing skills

This communication course upskills staff and boosts confidence in the workplace by helping learners improve their communication and literacy skills, spelling, punctuation and report writing. Learners develop the ability to respond to, and produce written communication in a formal setting. Courses are built around the needs of learners and their workplace via a pre-course learner questionnaire enabling relevant learning plans to be developed. Learners report skills and knowledge gained are beneficial to their work and home life.

Learners: Lower to middle grade staff

Duration: 2 days (12 hours)

Tailored workplace learning: To discuss how this course could be tailored for your members or employer's needs and to get a quote for course delivery, please contact Shazia Shahid via email sshahid@wea.org.uk or Ray McCowan R.McCowan@wea.org.uk Or Call **0131 226 3456**.

WEA Scotland

525 Ferry Road
Edinburgh
EH5 2FF

T. 0131 226 3456
E. scotland@wea.org.uk
W. weascotland.org.uk

 @WEAScotland
 WEAScotland



The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239).