



*Training Course:  
Proposal and Reports Writing*

*5 - 9 August 2024  
Singapore*

## Training Course: Proposal and Reports Writing

Training Course code: PS235234 From: 5 - 9 August 2024 Venue: Singapore - Training Course Fees: 5950 € Euro

### Introduction:

Welcome to the "Proposal and Reports Writing" program, proudly designed by Global Horizon Training Center. In today's information-driven world, the ability to communicate effectively through well-crafted proposals and reports is a critical skill for personal and professional success. Our program is dedicated to equipping you with the knowledge and tools to excel in these essential forms of written communication, empowering you to achieve your objectives and make a lasting impact in your academic and professional endeavors.

### Objectives:

By the end of this training program, participants will be able to:

- Understand the fundamentals of proposal and report writing.
- Create compelling proposals that meet specific objectives.
- Develop clear and concise technical and business reports.
- Improve writing, editing, and proofreading skills.
- Enhance collaboration and communication in report-based projects.

### Methodology:

This training program will employ a combination of methods, including:

- Interactive lectures and presentations.
- Hands-on writing exercises and workshops.
- Group discussions and peer reviews.
- Real-world case studies and examples.
- Individual and team projects.
- Pre- and post-training assessments.

### Target Audience:

This training program is suitable for:

- Professionals seeking to improve their proposal and report writing skills.
- Students and academics aiming to enhance academic report writing.
- Business professionals responsible for creating proposals and reports.
- Team members involved in collaborative project documentation.

## Outlines:

### Day 1: Fundamentals of Proposal and Report Writing

- Introduction to proposal and report writing.
- Understanding the purpose and audience.
- Planning and structuring proposals and reports.

### Day 2: Creating Effective Proposals

- Identifying the key components of a proposal.
- Crafting a compelling executive summary.
- Defining objectives, scope, and methodology.
- Developing a budget and timeline.

### Day 3: Technical Report Writing

- The art of technical writing.
- Organizing data and presenting findings.
- Incorporating visuals and data visualization.
- Citing sources and referencing.

### Day 4: Business Reports and Communication

- Types of business reports e.g., analytical, informational.
- Structuring business reports.
- Incorporating recommendations and conclusions.
- Enhancing clarity and readability.

#### Day 5: Review and Application

- Peer review and feedback.
- Editing and proofreading techniques.
- Finalizing proposals and reports.
- Presentation and communication skills.

## Registration form on the Training Course: Proposal and Reports Writing

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Company Information

Company Name: .....  
Address: .....  
City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
Position: .....  
Telephone / Mobile: .....  
Personal E-Mail: .....  
Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.