



*Training Course:
Using Artificial Intelligence in Report Writing*

*22 - 26 September 2025
Rome (Italy)*

Training Course: Using Artificial Intelligence in Report Writing

Training Course code: OM236271 From: 22 - 26 September 2025 Venue: Rome (Italy) - Training Course Fees: 5750 €

Introduction

The increasing availability of Artificial Intelligence AI tools is transforming the way professionals approach report writing. AI can significantly enhance efficiency, accuracy, and clarity by assisting with data analysis, content generation, editing, and formatting. This training program provides participants with the knowledge and practical skills to integrate AI into their reporting workflows while maintaining quality, compliance, and originality.

Target Audience

- Business analysts and report writers
- Managers and team leaders preparing regular reports
- Data and research officers
- Administrative and technical staff responsible for documentation
- Professionals seeking to enhance productivity through AI tools

Objectives

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

1. Understand the fundamentals of AI applications in report writing.
2. Identify and use leading AI tools for drafting, editing, and formatting reports.
3. Apply AI for data analysis, visualization, and summarization in reports.
4. Ensure compliance, accuracy, and ethical considerations when using AI.
5. Develop professional, AI-assisted reports tailored to organizational needs.

Outlines

Day 1:

Fundamentals of AI in Report Writing

- Introduction to Artificial Intelligence and its role in professional writing

- Overview of AI tools and platforms used for report drafting ChatGPT, MS Copilot, Jasper, etc.
- Benefits and limitations of AI in report writing
- Ethical and organizational considerations in AI use
- Practical exercise: Using AI to draft a simple business report

Day 2:

Structuring and Drafting Reports with AI

- AI for brainstorming and outlining report structures
- Using prompts effectively to generate relevant content
- Ensuring coherence and flow in AI-assisted reports
- Editing AI-generated drafts for clarity and professionalism
- Practical exercise: Create a structured outline and draft of a progress report using AI

Day 3:

AI for Data-Driven Reporting

- Leveraging AI for summarizing large datasets
- Integrating AI with Excel/Power BI for insights and charts
- Automating executive summaries and highlights with AI
- Ensuring accuracy and avoiding misinterpretation of data
- Practical exercise: Use AI to analyze and summarize a dataset into report format

Day 4:

Enhancing Report Quality with AI Tools

- AI for proofreading, grammar checking, and style consistency
- Formatting, referencing, and citation support with AI tools
- Integrating AI for multilingual report writing and translation
- Customizing reports for different audiences executives, technical staff, stakeholders
- Practical exercise: Transform a draft into a polished professional report with AI assistance

Day 5:

Developing AI-Enhanced Reports for Organizations

- Combining human expertise with AI for optimal results
- Addressing compliance, confidentiality, and intellectual property issues
- Best practices for sustainable AI use in report writing workflows
- Final project: Prepare and present a comprehensive AI-assisted report relevant to participants' fields
- Feedback, evaluation, and certification

Registration form on the Training Course: Using Artificial Intelligence in Report Writing

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

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