

Take notes and write reports



EP-68 2 Days (14 Hours)

Description

Note-taking must be carried out well to guarantee an effective and quickly written report. During this note-writing training, master the tricks of successful note-taking and effective reporting.

Who is this training for ?

For whom

Executive, manager, senior executive.

Prerequisites

None

Training objectives

- Prepare your note-taking: material and intellectual preparation.
- Take useful notes.
- Save time by exercising your ability to synthesize.
- Know how to highlight important information.
- Apply communication techniques that make you accountable made quick to read.
- Make you want to read your summary notes: involve your readers.

Training program

En amont du présentiel

- A self-diagnosis to take stock of your practices and identify initial avenues of action.

Les techniques de prises de notes

- Overview of the different techniques.
- The essential questions to prepare yourself to take notes.
- Toolbox of methods and techniques to win time.
- Sorting useful information.

Le compte rendu

- Questions to ask yourself to write an effective report.
- Methods to perfect your report.
- A single report for different recipients: techniques to satisfy everyone.
- The summary note or the report.

Les questions à se poser pour sélectionner les informations importantes

- From the main thread to the choice of plan: the fluidity of a written document.
- How to be impactful from the start? The secret of catchy titles.
- Reader in a hurry or picky reader: the art of highlighting important information.

Après le présentiel, mise en œuvre en situation de travail

- One challenge per week for weeks.