

All-time favourite

# Council Report Writing Workshop

One of the toughest challenges faced by Council staff members is the preparation of meaningful officer reports for Council and senior management consideration.

Terry Bramham and Georgie Ward are conducting this highly relevant workshop designed to assist Council staff of all levels in the preparation of officer reports. This workshop is guaranteed to provide officers with a practical understanding of what is required in order to prepare meaningful reports.

In addition to considering relevant examples of reports (both good and bad) the workshop will explore the following topics –

- Report Content;
- Report Style;
- Defamatory and Inflammatory Comments;
- Third Party Considerations;
- Objectivity and Officer Professionalism;
- Conflicts of Interest;
- Relevant and Irrelevant Inclusions; and
- Political Awareness.

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## WORKSHOP DETAILS:

**DATE:** 2 part workshop –

**1<sup>st</sup> part: Wed, 23 Mar 2022**

**2<sup>nd</sup> part: Wed, 30 Mar 2022**

**VENUE:** Virtual - via Zoom

**TIME:** 10.00am – 11.30am (23 Mar)

10.00am – 11.30am (30 Mar)

**COST:** \$330.00 (incl. GST) *All course materials will be provided.*

## To register for this workshop -

Email your booking and contact details, register online or complete the registration form and return to our office by email

**Booking Contact:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**email:** \_\_\_\_\_

**Registrant Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**email:** \_\_\_\_\_

**Registrant Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**email:** \_\_\_\_\_

**Council:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

*Complete registrant details if different from above:*

**Registrant Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**email:** \_\_\_\_\_



Number of registrants

Purchase Order # (if required)