



Radical Reporting

22 and 24 May 2024

The course helps participants produce clear and compelling writing. It does so through engaging them in intensive analysis of logic, language and the very purpose of written communication. The course is extremely practical and tailored to each client, using their own written work sensitively in examples and exercises.

After attending this course, participants will be able to communicate more effectively to a variety of audiences through:

- going to the root of their own thoughts, objectives and assumptions;
- recognizing bad habits that make written communication hard to read and understand; and
- using proven techniques to produce clearer, more concise writing.

They will then be able to produce reports that meet the business' or client's needs, having practiced:

- analyzing both the overall structure and the individual components of a report for maximum effectiveness; and
- reviewing their own and others' work in a focused, efficient and productive way.

Who should attend?

Anyone who needs to produce reports with clear, concise content. This course is particularly popular with audit, risk and fraud teams, as well as with departments that want to revise their current report structures and templates.

Course Programme

1) Clarity – the theory:

- The link between clear thinking and clear writing
- How well do businesses currently communicate?
- Good writing and the link to performance (yes, there is one!)
- Advice from professional bodies – how useful is it?

2) Clarity – the practice: How can we say the same thing in fewer words?

- Cutting wordy phrases
- Active and passive
- Zombie nouns

3) Grammar, punctuation and usage

- Why do good grammar, punctuation and usage matter?
- The logic of grammar and the legal implications of poorly constructed sentences

4) Reports

- What is the purpose of a report?
- Organising your own thoughts for greater effect
- Structuring a successful report
- Findings, issues and recommendations

- The executive summary

5) Reviewing and editing

- What makes the reviewing process work well?
- What are both parties' responsibilities?
- The editorial process in publishing – useful advice for reviewing reports

Sessions timings

9:00-12:30 each day

About the lecturer:

Sara I. James, PhD, CIA

Owner, Getting Words to Work®

With over 30 years' teaching, writing, publishing and corporate experience in the US and Europe, Sara provides report-writing training worldwide through her business, Getting Words to Work®. She has written numerous articles on language and reporting, and spoken at national and international conferences. As a member of the Chartered Institute of Internal Auditors' Technical Guidance Working Group, Sara provides resources for members in the UK and abroad. She is the author of the bestselling Radical Reporting: Writing Better Audit, Risk, Compliance, and Information Security Reports, and was one of Richard Chambers' 2022 Internal Audit Beacon Award winners.

For more information, please visit www.sarajames.com

Location: online (Zoom)

Language: English

Size of a group: max 15 people

CPEs available: 8.4

Participation fee: 250 euros for IIA Estonia members, 350 euros for non members. We will send you an invoice the latest after the training.

Registration: via IIA Estonia homepage. Click on the event and register. Registration is open until May 17th, 2024.

Information: www.siseaudit.ee or by email koolitus@siseaudit.ee