

Report Writing for Government and Public Sector Officials

Corporate Communications

Course Overview

Report Writing for Government and Public Sector Officials: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Report Writing for Government and Public Sector Officials
- Apply practical tools and techniques for Report Writing for Government and Public Sector Officials in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Report Writing for Government and Public Sector Officials in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Marketing, communications, PR and sales professionals, and managers responsible for brand, reputation or revenue growth.

Course Outline

1. Foundations of Report Writing for Government and Public Sector Officials: principles, terminology and context
2. The business case: why Report Writing for Government and Public Sector Officials matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
19 to 23 Oct 2026	Harare	\$1,650
26 to 30 Oct 2026	Cairo	\$1,650
2 to 6 Nov 2026	Online	\$750

9 to 13 Nov 2026	Pretoria	\$1,650
16 to 20 Nov 2026	Windhoek	\$1,550
23 to 27 Nov 2026	Dar es Salaam	\$1,550
30 Nov to 4 Dec 2026	Gaborone	\$1,395
7 to 11 Dec 2026	Kigali	\$1,550

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.