Writing Effective Project Status and Progress Reports

Corporate Communications

Course Overview

Writing Effective Project Status and Progress Reports: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

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

Who Should Attend

Project managers, project engineers, planners, PMO staff and team members involved in delivering projects of any size.

Course Outline

1. Foundations of Writing Effective Project Status and Progress Reports: principles, terminology and context
2. The business case: why Writing Effective Project Status and Progress Reports 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)
9 to 13 Nov 2026	Windhoek	**$1,550**
23 to 27 Nov 2026	Dar es Salaam	**$1,450**
7 to 11 Dec 2026	Gaborone	**$1,395**

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