



Business Writing & Report Writing: Practical Workshop

Administration, Communication & Customer Service

QGT-ADM-138 | Practical workshop | 5 or 10 days | Online, classroom, in-house

Course overview

Business Writing & Report Writing: Practical Workshop is a hands-on workshop built around exercises and real site problems in Business Writing & Report Writing. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

What participants will be able to do

- Explain the principles, terminology and scope of Business Writing & Report Writing
- Apply the relevant requirements of international service and communication best practice
- Use practical tools, checklists and calculations with confidence
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams who want practice rather than theory.

Course outline (5 days)

Day 1: Workshop briefing and baseline

Participants bring a real problem from their own site

Day 2: Guided practice 1

Hands-on exercises using templates, checklists and calculators

Day 3: Guided practice 2

Simulations and role-play based on Business Writing & Report Writing scenarios

Day 4: Field cases from the Gulf and Africa

Analysing what went wrong and what worked

Day 5: Action plan and peer review

Each participant leaves with a reviewed improvement plan

What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

Fees (USD per participant)

Duration	Live online	Classroom	In-house
5 days	\$3,000	\$5,500	On quote
10 days	\$5,500	\$9,900	On quote

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

Dates and cities 2027–2030

Dates	City	Format	Duration	Fee
12–16 Apr 2027	Madrid	Classroom	5 days	\$5,500
28 Jun – 9 Jul 2027	Milan	Classroom	10 days	\$9,900
5–9 Jul 2027	Paris	Classroom	5 days	\$5,500
16–27 Aug 2027	Johannesburg	Classroom	10 days	\$9,900
6–10 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
31 Jan – 4 Feb 2028	Cape Town	Classroom	5 days	\$5,500
14–25 Feb 2028	Zurich	Classroom	10 days	\$9,900
22–26 May 2028	Istanbul	Classroom	5 days	\$5,500
9–20 Jul 2028	Sharm El Sheikh	Classroom	10 days	\$9,900
24–28 Jul 2028	Online (live)	Online (live)	5 days	\$3,000
29 Jan – 2 Feb 2029	Istanbul	Classroom	5 days	\$5,500
14–25 May 2029	Marrakech	Classroom	10 days	\$9,900
9–13 Jul 2029	Sharjah	Classroom	5 days	\$5,500
12–23 Nov 2029	Berlin	Classroom	10 days	\$9,900
19–23 Nov 2029	Online (live)	Online (live)	5 days	\$3,000
8–12 Apr 2030	Tunis	Classroom	5 days	\$5,500
17–28 Jun 2030	Dubai	Classroom	10 days	\$9,900
24–28 Jun 2030	Brussels	Classroom	5 days	\$5,500
15–26 Sep 2030	Al Khobar	Classroom	10 days	\$9,900
7–11 Oct 2030	Online (live)	Online (live)	5 days	\$3,000

How to register

Register online or scan the code

<https://qimmatrainig.com/courses/business-writing-and-report-writing-practical-workshop/>

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