



Writing for the Board: Report writing for strategic influence



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🕒 1 Day 📍 Online (Self-Paced) 💰 \$ 900

Enhance your strategic writing skills with this practical workshop on writing for the Board. In this full-day course you'll learn strategies for crafting impactful reports for a Board audience, gaining hands-on experience and best practices on how to write with influence.

The workshop begins with foundational principles of Board-level communication, equipping you with the skills to write clearly, concisely, and strategically. You'll then explore practical techniques for structuring, writing, and refining reports to align with Board priorities.

The workshop also addresses common challenges of differentiating between strategic versus operational writing, writing persuasively, and the technical nuances of Board-level reports.

By the end of the workshop, you'll be equipped with the tools and techniques to produce high-impact reports that support strategic decision-making at the Board level.



Discover more at swi.nu/ms5wc

Course highlights

By the end of this learning experience, you will be able to:

- write with clarity and precision, making complex information easily accessible to Board members
- adapt your writing style to suit both the context of strategic decision-making and the specific needs of the board
- apply strategies for planning and structuring reports for a board audience that emphasise strategic goals and future outlook
- master the art of writing concise and strategically focused reports
- use advanced revision techniques to enhance the professionalism and readability of reports.

Learning objectives

Through this course you'll develop the skills and knowledge to:

- apply advanced writing techniques to maximise impact
- keep reports objective and data-driven
- structure reports with logical organisation
- format reports to enhance readability and clarity
- leverage AI to assist in writing for the Board
- ensure compliance and security in report submission.

What you can expect

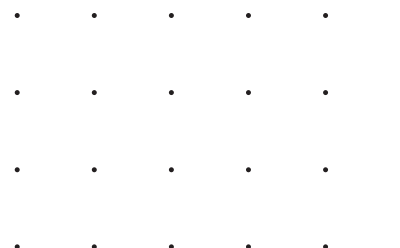
- a workbook to keep
- learn alongside professional peers, enhancing your network
- the immediate knowledge and confidence to implement your new skills.

Pre-course work

There are no pre-requirements for this course.

Who should attend?

Executives and professionals across sectors, including corporate, government, and non-profit organisations, interested in writing strategic reports for a Board audience.



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The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to upskill or formalise their skills for their next career stage.




Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with accelerated, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on [1800 633 560](tel:1800633560) or edge@swinburne.edu.au.





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