



Writing Investigation Reports

Useful, usable investigation reports do more than just outline steps of the investigation: they provide concrete solutions to prevent the problem from happening again. Writing a usable investigation report requires logic and reason, a proper organizational strategy, and sections that accurately convey content. Our customized onsite workshop will teach your team strategies to plan, organize, and structure the report so that it's reader-friendly, usable, and functional.

Learning Objectives

In this interactive, customized onsite workshop, your team will learn how to

- Provide useful information so that it's readable and usable for intended readers
- Write the various sections so that readers can quickly find information
- Ask the right questions and relay the answers succinctly and concisely
- Use organization to drive conclusions
- Use language effectively
- Use logic to build the argument

Offered as a customized onsite workshop, webinar, and virtually.