# Writing Effective Deviation Reports

Useful, usable deviation reports do more than just outline steps of the investigation: they provide concrete solutions to prevent the problem from happening again.

Writing a deviation report that can be read and understood months, or years, after the it's written requires logic and reason, a proper organizational strategy, and sections that accurately convey content. In our workshop, your team will learn strategies to plan, organize, and structure the report so that it's reader-friendly, usable, and functional.

Offered as an onsite customized workshop, webinar, or virtually.

## Learning Objectives

- Use planning strategies to write an effective deviation report
- Understand how readers will use the report
- Use organization to guide readers
- Understand the kind, and amount, of information to include
- Apply logic and reasoning to write an effective report

# The Hurley Write Difference

We customize all of our workshops using your team's or organization's writing examples. Our proven process will ensure that your team has the strategies to write effective documents.

| Hurley Write… | Hurley Write Does *NOT*… |
|---|---|
| Instructors are experts—they have extensive backgrounds in professional writing and teaching | Use "talking heads" as instructors who lack knowledge about writing |
| Uses your team's documents to meet your specific objectives | Use generic presentations that don't apply to your key document needs |
| Provides a team experience to ensure ongoing collaboration and learning | Use a cookie-cutter approach |
| Provides ongoing support after the workshop to ensure concepts are applied in meaningful ways | Offer a "one-and-done" workshop with no follow-up |