

Report writing and Feasibility Studies

Special Workshops
Geneva (Switzerland)
13 - 17 Jan 2025

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Report writing and Feasibility Studies

Ref: 321687_143874 **Date:** 13 - 17 Jan 2025 **Location:** Geneva (Switzerland) **Fees:** 4700 Euro

Introduction

This course provides professionals a firm basis to determine whether the project has sufficient merit to continue into more detailed phase. This is achieved by means of a feasibility study. A well-developed feasibility study is an essential foundation to allow project analysis and design activities to commence in a focused manner. It either refines a business case by examining the range of possible options and potential issues or forms a basis for its development.

Feasibility studies address issues that could influence the success of a potential project and assess the advantages and disadvantages of each option so they can be ranked. The end product of the study is a clear, concise report which presents the proposed project's objectives, with conclusions and recommendations for the next phase. and effective reporting can move people toward the desired course of action. Furthermore, this course consists of reports on different types of reports. We will master the structuring of defining reports, from the inception of the report to the completion of the report. We will also learn for a specific audience with a concrete sense of purpose. Provided assistance from abroad.

Course Objectives of Feasibility Studies: Preparation, Analysis and Evaluation

- Employ individual leadership performance by identifying methods of completing feasibility studies
- Discover effective project planning for feasibility studies for individuals and teams
- Examine project management techniques to plan and organize feasibility studies
- Use stakeholder management to involve stakeholders in feasibility studies
- Apply useful planning, organization and people management skills
- Writing targeted practical and technical reports that meet the requirements of the reader
- Various templates and report types for reporting purposes
- Extract reliable queries effectively by searching and analyzing information
- Make recommendations to those who have the willingness to provide support
- Effectively apply Microsoft Excel and Word skills
- Use skills to apply professional format
- Application of the method, writing and formatting emails

Feasibility Studies: Preparation, Analysis and Evaluation Course

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles.

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Outlines

Day 1

Planning a Feasibility Study

- Introductions, course purpose, goals and objectives
- What are feasibility studies and why are they important?
- Feasibility studies: definitions, principles and concepts
- Identifying where a feasibility study occurs in a project plan
- Creating and protecting 'value'
- Understanding the business need

Day 2

Considering the Options

- Distinguishing between needs and wants
- Performing an options analysis
- Creative thinking and problem solving
- Consideration of the risks and opportunities

Day 3

The Risk Assessment

- The risk management process and application
- Identifying and assessing the risks of the preferred option
- Identifying and managing key stakeholders
- Establishing the cost estimate
- Contingency determination

Day 4

The Feasibility Assessment and Evaluation

- Determining the most feasible option
- Financial analysis techniques
- Non discounting methods
- Discounting methods
- Net Present Value, Internal Rate of Return

Day 5

Preparing the Report

- Developing the feasibility report
- Understand the characteristics of proper communication
- Identifying how interpersonal relationships ensure successful feasibility studies
- Real case feasibility study review and analysis
- Summary, key messages and learning outcomes

Day 6

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Report writing process

- An overview of report writing
- Five easy steps to writing reports
- Understanding the audience
- Clarify the purpose
- Planning layout and style
- Using stones for writing
- Professional writing: candid or impressive?

Day 7

Building reports

- Construction tools
- Arranging different sections of the report
- Writing captivating introductions
- Conduct research and analysis
- Deliver results called performance
- Unbiased extraction
- Tools and methodologies for efficient derivation
- Putting it all together: a coherent and coherent report
- Storytelling elements

Day 8

Report types and templates

- Learn about different reporting structures
- Matching reports to cases
- Six types of reports
- investigative reports
- Progress and Status Reports
- periodic reports
- Indicative reports
- Show suggestions
- financial reports
- Report Templates

Day 9

Microsoft Excel and Word skills

- Import data from selected text
- Searching for data within a workbook
- Format worksheets and workbooks
- Use professional templates available in MS Library
- Navigating through a document Navigating for text, inserting hyperlinks

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

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- Professional layout application

Day 10

Examples, of writing and formatting emails

- An overview of email writing and formatting
- Five easy steps to write an email
- Understanding the audience
- Clarify the purpose
- Planning layout and style
- Using stones for writing

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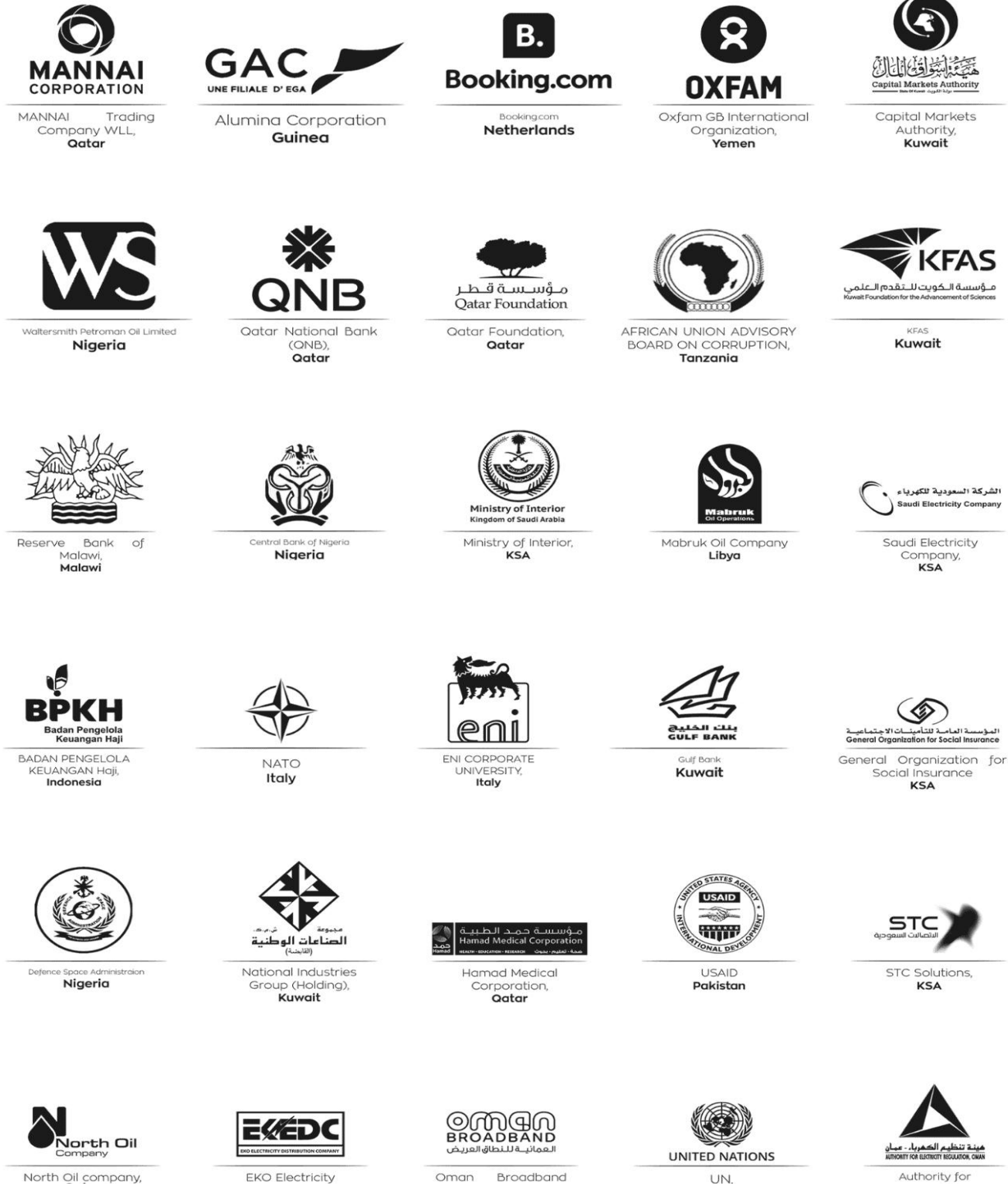
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www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335