



Business Writing & Report Writing

Administration, Communication & Customer Service

QGT-ADM-102 | Foundation | 5 or 10 days | Online, classroom, in-house

Course overview

Business Writing & Report Writing is an introduction that builds a solid working knowledge 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, new joiners and anyone who needs a solid grounding in the subject.

Course outline (5 days)

Day 1: Principles and terminology

Scope, key definitions and how Business Writing & Report Writing fits into daily operations

Day 2: Codes, standards and requirements

What international service and communication best practice require, and how to read them

Day 3: Methods, tools and calculations

Step-by-step methods, checklists and worked examples

Day 4: Operation, inspection and common problems

Typical failures, warning signs and what to do about them

Day 5: Case studies, workshop and assessment

Group exercise on real cases and a final knowledge check

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
11–15 Jan 2027	Athens	Classroom	5 days	\$5,500
8–19 Feb 2027	Sharjah	Classroom	10 days	\$9,900
28 Jun – 2 Jul 2027	Amsterdam	Classroom	5 days	\$5,500
16–27 Aug 2027	Zurich	Classroom	10 days	\$9,900
8–12 Nov 2027	Online (live)	Online (live)	5 days	\$3,000
3–7 Apr 2028	Edinburgh	Classroom	5 days	\$5,500
26 Jun – 7 Jul 2028	Zurich	Classroom	10 days	\$9,900
24–28 Jul 2028	Beirut	Classroom	5 days	\$5,500
28 Aug – 8 Sep 2028	Singapore	Classroom	10 days	\$9,900
23–27 Oct 2028	Online (live)	Online (live)	5 days	\$3,000
4–8 Mar 2029	Riyadh	Classroom	5 days	\$5,500
12–23 Mar 2029	Vienna	Classroom	10 days	\$9,900
23–27 Jul 2029	Singapore	Classroom	5 days	\$5,500
1–12 Oct 2029	Munich	Classroom	10 days	\$9,900
12–16 Nov 2029	Online (live)	Online (live)	5 days	\$3,000
3–7 Feb 2030	Kuwait City	Classroom	5 days	\$5,500
22 Apr – 3 May 2030	Kuala Lumpur	Classroom	10 days	\$9,900
19–23 May 2030	Jeddah	Classroom	5 days	\$5,500
2–13 Sep 2030	Amsterdam	Classroom	10 days	\$9,900
21–25 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/>

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