



Business Writing & Report Writing Masterclass

Administration, Communication & Customer Service

QGT-ADM-156 | Masterclass | 5 or 10 days | Online, classroom, in-house

Course overview

Business Writing & Report Writing Masterclass is a senior-level masterclass on strategy and performance 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
- Build a business case and roadmap their leadership team can act on

Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams in senior and leadership roles.

Course outline (5 days)

Day 1: Strategic view of Business Writing & Report Writing

Trends, regulation and what leading companies do differently

Day 2: Benchmarking and performance

KPIs, maturity models and gap analysis

Day 3: Lessons from major incidents and projects

Decision points that changed outcomes

Day 4: Leading the change

Building the business case, budget and team capability

Day 5: Masterclass forum

Expert panel, peer exchange and personal roadmap

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
15–19 Feb 2027	Istanbul	Classroom	5 days	\$5,500
20 Sep – 1 Oct 2027	Luanda	Classroom	10 days	\$9,900
25–29 Oct 2027	Madrid	Classroom	5 days	\$5,500
22 Nov – 3 Dec 2027	Prague	Classroom	10 days	\$9,900
6–10 Dec 2027	Online (live)	Online (live)	5 days	\$3,000
9–13 Jan 2028	Al Khobar	Classroom	5 days	\$5,500
22 May – 2 Jun 2028	Rome	Classroom	10 days	\$9,900
28 May – 1 Jun 2028	Erbil	Classroom	5 days	\$5,500
5–16 Jun 2028	Kigali	Classroom	10 days	\$9,900
14–18 Aug 2028	Online (live)	Online (live)	5 days	\$3,000
12–16 Feb 2029	Istanbul	Classroom	5 days	\$5,500
2–13 Jul 2029	Geneva	Classroom	10 days	\$9,900
23–27 Jul 2029	Kuala Lumpur	Classroom	5 days	\$5,500
26 Aug – 6 Sep 2029	Doha	Classroom	10 days	\$9,900
5–9 Nov 2029	Online (live)	Online (live)	5 days	\$3,000
22–26 Apr 2030	Toronto	Classroom	5 days	\$5,500
9–20 Jun 2030	Kuwait City	Classroom	10 days	\$9,900
8–12 Jul 2030	Amsterdam	Classroom	5 days	\$5,500
22 Jul – 2 Aug 2030	Lisbon	Classroom	10 days	\$9,900
9–13 Sep 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-masterclass/>

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