The Role of the Workshop Rapporteur

The Rapporteur appointed to each workshop to support the Facilitator, and report on proceedings has a very important role. The official record of the workshop prepared by the workshop Rapporteur will be forwarded to the Main Rapporteur within one hour of the end of the workshop. The Workshop Rapporteur will liaise with the meeting organisers to produce the outcome statement. Therefore, the workshop Rapporteur will be required to:

Provide the official record of the workshop. At a minimum the workshop Rapporteur should include:

- Main conclusions related to reviewing progress or identifying challenges under the relevant theme, including making links to key concepts of the respective high level panel, where relevant
- Recommendations relevant to the workshop focus which are proposed for consideration in the overall Conference or Training outcome document
Laptop computer:
Each workshop rapporteur should have a laptop computer in order to record the key points of the meeting.

Submit the official record of the workshop to the Meeting Rapporteur within one hour of the end of the workshop - without exception. This will allow for the workshop records to be considered by the Organisers as part of the overall outcome document.

Before the workshop, the Rapporteur:
Should meet with the facilitator to review the workshop's objectives and report format.

During the workshop, the Rapporteur:
- note all conclusions and remarks related to the theme
- register all recommendations and outcomes
- draw a list of participants (with name and function)

At the end of the workshop, the Rapporteur:
- read all conclusions and recommendations, following the facilitator’s request, for approval by the participants
- add comments from participants

After the workshop, the Rapporteur:
- finalise the report with the facilitator, adding the participants comments and highlighting the key elements
Course Overview

By the end of this training, you will be able to write well-researched, well-organised and well-written reports.

Effective Report Writing is about writing formal, structured reports – broadly speaking, those requiring an Executive Summary, an Introduction, a Method section, Finding and Conclusions, Recommendations and Appendices (if not all of them, then most of them).

The first parts of the training are about the preparation necessary before putting fingertip to keyboard, and ways to overcome report-writers’ block. The second is about the structure. The third is about using an easily understood and natural, plain language style.

Purpose

To show you how to write structured reports – from the pre-writing and planning to the proofreading and editing.

Objective

By the end of this training participants will be able to deliver well-organised and well-written reports.
Course Outline

The training – typically a seminar followed by a 1:1 coaching session for each participant – breaks the subject down into:

Pre-writing

- Understanding the Simple Secrets of Faster Drafting – from “Word Chucking” through to “bogus paragraphs”, and the basic features of i) Outlining and ii) MS Outline
- Knowing what you want to achieve; including what supports your aim, excluding what doesn’t; giving your writing a sense of purpose
- Writing for the reader (Primary, Secondary, Tertiary); knowing what your reader wants and doesn’t want; keeping content Relevant and Specific
- Organising your information to best suit the writing task.

The Report Structure

- The Executive Summary: A good summary gives readers a quick, concise overview of your report
- The Introduction: Strong, interesting open; minimum warm-up; minimum background
- The Body: Organised to help the reader; concentrating on specifics; answering the readers’ questions
- The Conclusions and Recommendations: Drawing out the main points and listing relevant and complete recommendations

Plain-Language Style:

- Writing Effective Paragraphs: Making them bite-sized, bulleted, focused.
- Writing Effective Sentences: Making them short and clearly constructed.
- Making Writing Parallel: Sticking to one pattern in headings, sentences and lists.
- Making Writing Active: Spotting and eradicating passive verbs and buried verbs.
- Making Writing Efficient: Being concise; avoiding wordiness
- Adopting a Human Tone: Using verb contractions and personal pronouns; writing positively

Editing and Proofreading:

- Grammar, Punctuation, Spelling and Word Use.