

General Practice SA presents a 1 Day Report and Grant Writing Workshop facilitated by the University of Adelaide

Report and Grant Writing Workshop

The Professional and Continuing Education (PCE) arm of the University of Adelaide will provide a tailored training program on report writing and grant/proposal writing. The ability to write an effective report, whatever the size or scope is an indispensable skill. In this course participants will identify the barriers to effective report writing and discover and practice various methods and approaches to report writing that can be applied immediately in the workplace. The full day session will also focus on developing skills in writing grants and funding/business proposals incorporating an action learning component that will provide the opportunity for participants to apply concepts and techniques learned to real work documents and grants and proposals for government and community based funding. A resource package for pre-reading will be provided on registration.

Key Workshop Topics:

- Determining the type and scope of the report
- Understanding your audience
- Gathering and analysing information
- Determining the solution
- Organising your report
- Writing process
- Common mistakes
- Hints and tips

Learning Outcomes—Understanding:

- Different types of report writing
- Steps in writing a report
- Elements of effective report writing
- How to enjoy report writing

Date: Friday 14th May 2010

Time: 10:00am to 4:00pm

Venue: Adelaide Pavilion, Veale Gardens, cnr South Terrace and Peacock Road Adelaide

To secure your place, please fax the following registration form to Donna Mackereth on (08) 8271 8344 or email donna.mackereth@gpsa.org.au by Monday 10th May 2010

Report and Grant Writing

**General Practice SA Inc
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ABN 70 462 693 761**

Name: _____

Organisation: _____

Email: _____

Contact Phone Number: _____

Specific Dietary Needs: _____