



## Report Writing

Forensic Investigation and Risk Management Consultants will now be presenting a short course in Report Writing.

Learn how to efficiently compose a well-informed, and professional report that you can be proud of.



### What do we offer at the course?

The report writing short course teaches delegates how to correctly combine all necessary information collected in an investigation and create a well-structured report. The course will also focus on the layout, language and how to deliver your conclusions as well as your recommendations in a professional way.

### Who will be presenting the course?

Advocate George Barnes - Diploma in Criminal Justice and Auditing, Diploma in Police Admin, LLB, CFE, and Full membership of ICFP.

### Who should attend the course?

This course is ideal for the following delegates:

Attorneys, lawyers, South African law enforcement, forensic investigators, auditors, forensic accountants, legal advisors, and prosecuting authorities.

### What is the duration of the course?

The short course will be presented over two days. We will ensure that all aspects of report writing are covered and understood. We will focus on practical exercises and examples will be given to candidates.



### What are the outcomes of the course?

After completion of the course delegates will be equipped to confidently compose a professional report containing all important components in the correct layout. Delegates will also receive the following:

- Certificate of Completion
- Powerpoint slides used in the course
- A report writing manual



Dates: 9 - 10 April 2018

Venue: 13 Fiskaal Street, Glen Marais, Kempton Park

Fees: R4,000.00 p/p (excl VAT)

Fees include: Training material, refreshments, and facilitation.

#### Registration/enquiries:

Email [info@firmcc.co.za](mailto:info@firmcc.co.za) / [rita@firmcc.co.za](mailto:rita@firmcc.co.za)

