

# Excellence in Report Writing



**La Touche Training**  
*the* legal training consultants



A one-day course designed to provide all professionals who are required to write reports with the necessary knowledge and skills to prepare their reports to best practice standards.

**La Touche Training**

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**Delegates eligible  
for CPD/CME credits**

# EXCELLENCE IN REPORT WRITING

"Great, the course showed me how unprofessional my method of writing reports was"

Engineer

## WHO AND WHY?

Often reports are written in a format or style that makes them difficult to read so that their impact is lost. Many reports fail to identify and deal with the issues in the case and fail to coherently and credibly provide the witness' factual evidence.

Excellence in report writing allows both new and experienced report writers to look at what lawyers and the courts want from experts' reports.

## COURSE OUTLINE

This one-day course assists delegates to understand what is required from reports. They will consider the content of reports by considering the source and weight of evidence to be included and learning to distinguish between facts, inference and opinion. They will also consider the style and format of reports by reference to a model format for reports. The samples and models can be adapted to suit the field and context that is required.

Delegates bring a copy of a report from a completed case in court ready condition and receive feedback from an experienced lawyer trainer and from the other delegates.

## KEY LEARNING POINTS

- How to identify the issues and the facts, and the source and weight of those facts
- Appropriate layout, format and style
- Expressing an opinion on the issues
- Pitching the language of the report at the right level
- Dealing with exhibits, photos, digital evidence and other graphics
- Developing an objective and critical eye in relation to your report writing

## COURSE LOGISTICS

If you have 5 or more colleagues interested in the training, you may wish La Touche Training to design and deliver the training in House at your organisation.

Alternatively, public courses are run throughout the year in Dublin. Please contact us for details of dates and venues.

## ABOUT LA TOUCHE TRAINING

La Touche Training is Ireland's leading legal training company. We specialise in training non-lawyers in legal matters.

Our course designers and team of lawyers have unparalleled experience in providing high quality training that is tailored to your exact requirements.

Since beginning our specialised programme in 1995 over 70,000 delegates have attended our high quality and innovative training programmes. Clients' feedback is testimony to the success of our courses.

**Please call Adrian Kiernan at 01 878 8263 or at [akiernan@latouchetraining.ie](mailto:akiernan@latouchetraining.ie) or Martin Partridge at 01 878 8264 or at [mpartridge@latouchetraining.ie](mailto:mpartridge@latouchetraining.ie) to book or discuss training**

We work with a broad range of organisations including:

### Organisations

- AON Risk Management
- DELL
- Eircom
- ESB
- FAS
- Fire Services Council
- I.B.E.C
- Institute of Chartered Accountants of Ireland
- Institute of Engineers of Ireland
- Pfizer
- PM Group
- RPS Consulting Engineers

### Government Departments & Regulatory Bodies

- Companies Registration Office
- Competition Authority
- Comreg
- Department of Agriculture & Food
- Department of Education & Science
- Department of Enterprise, Trade & Employment
- Department of Environment
- Department of Foreign Affairs
- Department of Health
- Irish Naval Service
- National Parks & Wildlife Service
- Private Security Authority
- Revenue Inspectors

### Local Authorities

- Clare County Council
- Cork County Council
- Donegal County Council
- Dublin City Council
- Fingal County Council
- Galway City Council
- Kerry County Council
- Longford County Council
- Mayo County Council
- North Tipperary County Council
- South Dublin County Council
- South Tipperary County Council

### Medico-Legal Clients

- Beaumont Hospital
- Central Mental Hospital
- Coombe Women's Hospital
- Drogheda Women's Refuge
- Health Service Executive (All Areas)
- Kerry General Hospital
- Limerick Regional Hospital
- Mater Misericordiae University Hospital
- Midland Regional Hospital
- St. James's Hospital
- St. John of God Hospitalier
- Vergemount Clinic

