



Course Title: Planning Technical Report Writing (7322)	
Duration: 1 Day	Certification: LASNTG Certification
Expiry Period: 0 Years	Award: Attendance Certificate

Aim of Programme:

The aim of this programme is to support the creation, compilation, editing and management of technical reports or documents. To show the key principles, tools and techniques in report writing. To develop written language skills.

Target Learner:

This training programme is open to all planning staff within a local authority who is likely to be preparing technical reports. The primary target learner is technical grades.

Learning Outcomes:

On completion of this programme, the learner will:

- Be able to demonstrate an in-depth knowledge of written evidence and report writing by producing clear and concise reports that minimise misinterpretation and revision.
- Be able to structure reports for clarity and impact, ensuring the message is understood and acted upon.
- Be able to demonstrate the art of presenting data and technical details in an accessible manner.
- Develop critical proofreading skills to produce error-free, high-quality technical documents.

Assessment:

There are currently no assessments required to complete the course. Course delivery primarily consists of interactive content enhanced with practical exercises, real-life examples, and templates to support hands-on learning.

Entry requirements:

- Applicants must be able to demonstrate a level of knowledge, skill and competence associated with Level 4 of the NFQ.
- A familiarity with technical reporting processes is desirable.

Enquiries and Booking:

Please contact your local Regional Training Centre:

- Ballincollig: brtc@corkcoco.ie
- Ballycoolin: ballycoolintraining@fingal.ie
- Castlebar: crtc@mayococo.ie
- Roscrea: roscreartc@tipperarycoco.ie
- Stranorlar: stranorlartc@donegalcoco.ie

See www.lasntg.ie for further details

