



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Advanced follow-up methods for maintenance and performance reporting

Objectives

- Provide legal operators with technical skills to prepare reports of all kinds.
- Study technical techniques and concepts of reports.
- How to prepare a legal report professionally.
- Developing the skills of writing administrative and legal reports.
- Study and review the basic features of the outstanding legal report.
- Learn about the general rules for writing legal reports professionally.
- Specifications of legal reports.
- Technical study of the types of legal reports.
- Developing practical skills in preparing and writing legal reports.
- Studying the four stages of writing legal reports.
- How to Evaluate and Review Legal Reports.
- Practice practical applications of how to prepare legal reports.
- Pranks between theory and practice in writing legal reports.
- Provide participants with legal reporting skills in a professional language.

Who Should Attend?

- Health and Safety Managers
- Field supervisors
- Engineers and specialists in safety
- Webmasters and anyone who requires a better knowledge of the rules and regulations of safety requirements in the workplace.

Seminar Outline

DAY 1

- The concept of reports and their relation to decisions
- Objectives and types of reports
- Relationship between reports and communications



DAY 2

- Legal writing skills
- Preparation for good legal writing
- The basics of editing legal reports
- Common mistakes in legal writing
- The basics of developing legal writing skills

DAY 3

- Characteristics of a good legal report
- General rules for writing the excellent legal report and its specifications
- Types of Legal Reports
- Developing practical skills in writing legal reports

DAY 4

- Rules for preparing a legal report
- The stage of the arrangement and coordination of the legal report
- Drafting or writing stage of the report

DAY 5

- The importance of legal reports and their objectives
- Report review phase



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