Report Writing for Mining

Report writing training for mining professionals - open to individuals and groups

Accurate and persuasive reports are essential for securing approvals, funding, and stakeholder buy-in. Yet many mining professionals struggle to communicate their knowledge and recommendations. Skilled report writers can effectively advocate for their projects and ideas, influence key decision-makers and help their organisations succeed.

Reports are often used to make critical decisions; well-written reports contribute to better decision-making and, ultimately, the success of organisations and mining projects. This course will help you communicate, and demonstrate, your expertise to key/senior readers inside, and outside of, your organisation.

PD HOURS

PD hours
20 hours

Delivery
100% online

Duration
5 weeks

Ensure your team can deliver clear, accurate and persuasive mining reports, so you are best placed to make informed business decisions, secure approvals, funding and stakeholder buy-in.

By equipping their teams with high-level writing skills through this course, managers can expect:

- **Improved organisational success:** Better-written reports translate into more effective communication of technical knowledge, leading to informed and timely decisions that can make or break a project.

- **Increased influence and credibility:** Teams that can articulate their expertise and recommendations persuasively are more likely to sway key decision-makers and external stakeholders.

- **Enhanced safety and compliance:** Clear communication is vital for maintaining safety standards and ensuring that all stakeholders understand and adhere to critical protocols.

- **Operational efficiency:** Precise and unambiguous reports save time and reduce the risk of costly misunderstandings or errors.

Pricing

Member A$1,491
Non-member A$1,940
Membership bundle A$1,747
Prices are in Australian dollars
and are inclusive of 10% GST

Scan for more information

Module 1 |
Explore report writing in the mining sector

In the first module, you will learn:

- The importance of effective report-writing to your work and career
- Key expectations of report writing in the mining sector
- Common report types in the mining industry.

This includes:

- Benefits of good report-writing for companies, consultancies and individuals
- Different report types and their structure
- Report and communication structures and when to use each
- Specialist mining reports, such as ASX announcements, JORC and VALMIN). Their purpose, goals/outcome, and prescribed content
- For each report type, how to structure, sequence information and to build content to ensure technical completeness.

Module 2 |
Meet your audience's needs

In the second module, you will learn how to meet your audience's needs by:

- Choosing the level of detail that is appropriate for your intended audience
- Structuring your argument logically at every level of the document
- Ordering information to ensure it is effectively communicated.

This includes:

- The importance of selecting the correct level of detail, structure and order of information
- Understanding the essential components of a technical report and their order
- Establishing the purpose, objectives and key messages
- Creating an outline
- Checking and addressing logic gaps
- Ensuring the purpose and objectives are met
- Ordering information in topics, paragraphs, and sentences.

Module 3 |
Make your report effective and impactful

In the third module, you will learn how to clearly communicate your argument by selecting and using textual and visual elements.

This includes:

- Importance of using textual and visual elements to communicate clearly
- Choosing the most effective language (formal vs informal, jargon, idioms, accessibility, avoiding bias)
- The importance of correct spelling
- Using hyphens and capitalisation to make your meaning clear
- Accepted conventions for formatting reports, such as numbers, measurements, citations and references
- Using visual elements to illustrate your ideas, including charts, tables, and other graphical elements
- Why punctuation and grammar are important
- How to address common causes of ambiguity and misreading.

Module 4 |
Put it into practice

In the final module, you will learn how to plan and apply an effective writing and editing process.

This includes:

- The value of developing and using an effective writing process
- Planning the writing (overall steps, timing, review, writing vs editing, review and approvals and effective use of AI)
- How to write (getting started, ordering thinking, writing process and use of writing tools)
- How to edit (editing process and tools, peer review, QA and proofing)
- How to bring these together into a plan and final report document
- Write and edit your report, including steps, planning, tools and avoiding common traps
- Using your report writing skills to advance your career.