

# Report Writing & Record Keeping

## **Aim**

A one day training session to give staff the skills to write clear, concise records and reports.

## **Target Group**

Staff members of any grade who are responsible for keeping records and writing reports about their clients.

## **Time**

10.00 am - 4.30 pm.

## **Course Content**

- the importance and purpose of keeping records in written form
- the main points of the Data Protection Act
- differentiating between fact, assessment and opinion
- describing behaviour accurately avoiding the use of misleading jargon
- constructing a short report – techniques for starting off
- issues of confidentiality
- service user access to records
- retention periods

## **Training Methods**

Variety of pair and small group work; general discussions; quizzes; case studies; videos; role-plays; and a limited amount of lecturing.

Prices are inclusive all materials (certificates and handouts), lunches and refreshments.