

FINTEL Report Writing

CHAPTERS

- Overview
- The Purpose of Reports
- Arriving at the Important Facts
- Note-Taking Strategies
- Writing the Report
- Language Considerations
- Common English Language Pitfalls
- Report Writing Formats
- Using Data Visualisation in Reports



Digital
textbook



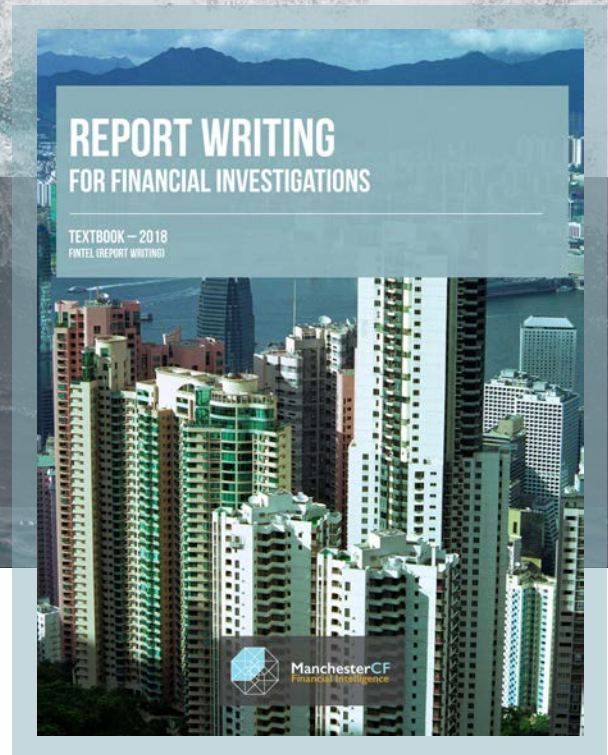
Computer-based
training



Examination



Personal
coaching



The FINTEL (Report Writing) training program helps participants understand the purpose and uses of reports and offers techniques on how to eliminate extraneous or irrelevant details when reporting.

As the financial services industry grows in its complexity, FIUs must respond to increasing scrutiny around compliance. To keep in step with these demands, financial investigators are required to adhere to a number of administrative processes that include report writing, often considered a daunting task.

The ability to write accurate and concise reports for financial investigations is emerging as an essential skill for banking professionals. It equips them with the ability to generate reports in a time saving, efficient and readable manner. With these building blocks in place, participants then learn the importance of logic, structure and clarity of language.

This course was developed to address the specific needs and capabilities of financial investigators. Working with standard report templates, participants are given the tools to prepare effective and readable reports so they can be efficiently and effectively digested once submitted.

Participants will also be coached on best practices in the preparation of report-summary presentations, often delivered to senior managers in an organisation.

Course components include a digital textbook, computer-based training and an examination. These digital components can be hosted by ManchesterCF or via an institution's learning management system.

Regulators are demanding increased attention to detail within a financial institution's AML/ATF training. ManchesterCF's solutions meet then exceed those expectations.



ManchesterCF
Financial Intelligence

ManchesterCF provides financial crime risk management training programs and advisory services to financial institutions, financial intelligence units and public-sector agencies worldwide.



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