

N1_ ACADEMY PROGRAM OVERVIEW

Executive & Business Reporting

Do your reports help leaders make decisions quickly, or only describe what already happened?

DURATION	FORMAT	AUDIENCE	PRICING
10 hours Presential workshop	In-person Corporate teams	Leaders + teams SMBs and industry	Contact us For group options

Program Overview

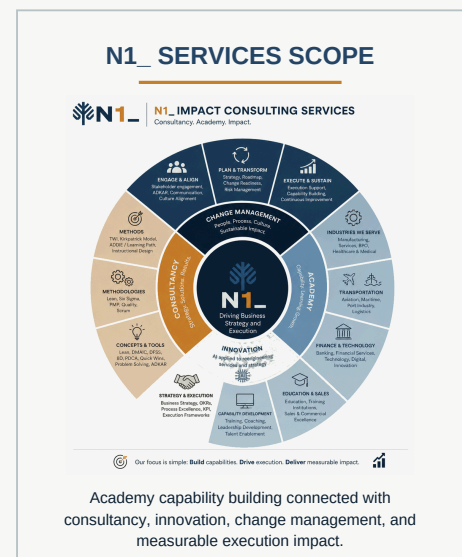
Executive & Business Reporting is designed for professionals who need to transform data, metrics, and operational updates into clear leadership communication. Participants learn how to organize information, highlight what matters, and build reports that support action.

Scope

Report structuring, KPI storytelling, visual communication, executive summaries, and business-message clarity.

Core Content Areas

- Report Architecture
- KPI Storytelling
- Visual Communication
- Executive Summaries



BUSINESS IMPACT

Improves leadership communication, reduces reporting noise, and accelerates decision-making through clearer business reporting.



Curriculum Overview

Executive & Business Reporting - public program map

Detailed templates, facilitator guides, examples, and proprietary implementation logic are reserved for enrolled participants and authorized N1_delivery teams.

Block 1 - Reporting Purpose & Audience

Define the decision, audience, and business purpose behind a report before designing it.

Block 2 - KPI Storytelling

Connect metrics with context, risks, progress, conclusions, and recommended action.

Block 3 - Visual Communication

Apply high-level principles for making reports clearer, cleaner, and easier to interpret.

Block 4 - Executive Summary Practice

Turn operational information into concise, leadership-ready messages.

Learning Outcomes

- Structure executive-ready reports.
- Summarize performance clearly.
- Improve visual and narrative quality.
- Communicate insights with action orientation.

Who Should Attend

Managers, analysts, coordinators, project leaders, supervisors, finance teams, operations teams, quality teams, and professionals responsible for recurring reports.

Professional Impact

Accelerates career growth through stronger executive communication and polished business reporting.

Bring this workshop to your team

Immediate application through facilitated practice, real business scenarios, and practical implementation discussion.

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