



Knowledge Powered  
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104E WAI

# Report Writing for Analysts and Investigators

E-Learning Timeframe: 20-30 Hrs | Complete Within 6 Months

Clear, well-structured intelligence writing is a core professional skill for police, intelligence analysts, and investigators. Written intelligence products are relied upon by decision-makers, operational teams, courts, and partner agencies, making clarity, accuracy, and analytical discipline essential. The **Report Writing for Analysts and Investigators** course focuses on how intelligence is written in real investigative environments, where poor communication can undermine analysis, misinform decisions, or weaken credibility under scrutiny.

While this course uses **police intelligence and law-enforcement examples**, the principles taught are **equally applicable to intelligence analysts and investigators across both public and private sectors**. The standards, structures, and techniques explored reflect professional intelligence writing practices that remain consistent regardless of role or organizational setting. Emphasis is placed on producing clear, defensible intelligence products that support investigations, inform decisions, and withstand legal and professional review.

## COURSE OUTLINE

### Module 1

- Purpose and role of intelligence writing in investigative environments
- Differences between intelligence, academic, and general writing
- Audience awareness and decision-maker needs
- Structure, clarity, and professional standards for intelligence communication

### Module 2

- Common cognitive biases affecting intelligence analysis
- How bias influences written intelligence products
- Risks to investigations and decision-making
- Strategies to recognize, mitigate bias, and maintain objectivity

### Module 3

- Sentence structure and voice in intelligence writing
- Using active voice for clarity, accountability, and precision
- Appropriate use of passive voice to reduce ambiguity

### Module 4

- Importance of grammar and punctuation in intelligence writing
- Use of inclusive and unbiased language
- Writing consistency and professional credibility
- Editing, proofreading, and risks of over-reliance on spell check

### Module 5

- Types and purposes of analytical reports
- Structure of briefing notes and analytical products
- Proper sourcing, citation, and documentation practices
- Caveats, protection ratings, note-taking, and information handling

### Module 6

- Role of AI in intelligence analysis and writing
- Benefits and limitations, including accuracy and bias risks
- Legal, ethical considerations, and the need for human oversight

## PRICE

**Standard Pricing: \$399.99**

(plus tax where applicable)

Corporate rates, group discounts, and licensing options are available upon request.

Contact us directly for a quote or to inquire about local currency payment.

## 3 WAYS TO REGISTER

- **Register online at:**  
[www.toddington.com/product/104E-WAI](http://www.toddington.com/product/104E-WAI)
- **Email your details and training needs to:**  
[training@toddington.com](mailto:training@toddington.com)
- **Call us at: 604-468-9222**

## TECHNICAL REQUIREMENTS

Students must have a computer capable of accessing:

- **The World Wide Web**
- **Email**

Students must have a basic working knowledge of:

- **Word Processing Software** (e.g. MS Word)
- **Presentation Software:** MS PowerPoint or equivalent
- **A Web Browser:** Microsoft Edge, Safari, Chrome, or Mozilla Firefox
- **A PDF Reader** (Download for free [here](#))

## LEARN ABOUT

- The fundamentals of professional intelligence writing and how it differs from academic or general writing
- Writing with clarity, structure, and audience awareness for investigative and intelligence contexts
- The Bottom Line Up Front (BLUF) method for concise and effective communication
- Using active voice, disciplined grammar, and inclusive language in intelligence reports
- Recognizing and mitigating cognitive bias in analytical writing
- Proper sourcing, citation, and documentation practices
- Writing analytical reports, briefing notes, and court-ready documentation using best practices that ensure accuracy, professionalism, and defensibility
- The responsible and limited use of emerging tools, including AI-assisted technologies, with an emphasis on human oversight

## WHO BENEFITS?

- Police Analysts
- Police Investigators
- Law Enforcement Officers
- Intelligence Analysts
- Intelligence Managers
- Criminal Intelligence Units
- Threat Assessment Teams
- National Security Personnel
- Military Intelligence
- Public Safety Agencies
- Government Analysts
- Regulatory Agencies
- Compliance Professionals
- Legal Professionals
- Court Disclosure Staff
- Emergency Management
- Corporate Security
- Risk Management Professionals
- Private Investigators
- Strategic Analysts
- Competitive Intelligence Professionals
- Research Analysts
- Data Analysts
- Security Consultants

## TII'S FREE RESOURCES KNOWLEDGE BASE

TII's extensive global network of online research and investigative professionals has created, and maintains, a huge collaborative database of the world's best tools and resources for online Open Source Intelligence (OSINT) and research professionals, in addition to research "cheat sheets" and other investigative aids.

Continually improved and updated, the **FREE Resources Knowledge Base** contains thousands of resources for locating people, places, social media content, corporation information, live streaming data and online communications, images, and videos, in addition to other essential investigative resources, such as geo-location tools, proxy servers, privacy guides, and much more.

TII's **FREE Resources Knowledge Base** is the definitive gateway to the best online research resources available, accessible through a custom designed, powerful, and interactive interface.

**Disclaimer:** Please note that our courses do NOT provide guidance on law and legislation in relation to information gathered during the course of an online investigation. Please ensure that you are familiar with appropriate legislation governing collection, analysis, dissemination, and storage of information obtained online relating to individuals, groups, and organizations prior to proceeding with any online investigation.

Toddington International Inc. accepts no responsibility for instructions contained within the course material which are applied inappropriately or contrary to the law, legislation, or guidelines governing your organization, country, or region.

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## ABOUT TII

With a global client base ranging from government agencies to members of the Fortune 500, Toddington International Inc. ("TII") has been enabling its customers to find and use online information more effectively since 1997.

Backed by over two decades of experience providing advanced internet intelligence services to a range of law enforcement agencies, in addition to private sector clients in the financial services, petrochemical, pharmaceutical, and manufacturing industries, TII develops and delivers comprehensive, highly-acclaimed classroom-based and e-learning programs that enable front-line investigative and research professionals to **find better online information, in less time, at less cost, with less risk™**.

Our team of trusted associates includes highly qualified investigators, intelligence analysts, psychologists, educators, legal practitioners, and other professionals, all of whom maintain the highest standards of integrity.

*"The success of every student is our priority, and we work diligently to produce and maintain the very best training materials, in a format that is effective, enjoyable, interesting, and easily understood."*

**- David Toddington**, Founder & CEO



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