JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Advanced Expert Opinion Report Writing and Briefing Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Advanced Expert Opinion Report Writing and Briefing Training Course

Expert Opinion Report Writing and Briefing is a 2-week training course for analysts, specialists and managers who must turn technical evidence into a signed opinion that senior readers can rely on, and who leave with a briefed expert opinion report. Boards, investigators and decision panels now expect opinions that show their reasoning, separate fact from judgement and survive challenge. The course is delivered by Jupiter Prime Training.

Why Expert Opinion Report Writing Matters Now

Three pressures shape expert opinion writing today. Decision makers read less and question more, so a conclusion buried on page twenty rarely informs the meeting it was meant for. Disputes, grievances and investigations increasingly test the trail from instruction to evidence to opinion. Multidisciplinary panels also demand that specialists explain method and uncertainty in plain English. An organisation whose experts write well settles questions sooner and defends its decisions; one whose reports are opaque invites rework and contested outcomes. The course rests on the pyramid structure of answer-first writing, evidence grading and the plain English editing tradition.

Who Gains Most from Expert Opinion Report Writing

- Specialists who give technical or professional opinions to panels, investigators and committees
- Analysts who convert datasets and case files into findings for senior readers
- HR and employee relations leads who prepare investigation and grievance opinions
- Engineering, finance and risk specialists who sign assessments relied on by others
- Managers who commission, review and approve opinions before they reach the board

Specialist units whose reports pass through several reviewers gain most when the authors and the approvers attend together and agree one house standard.

Expert Opinion Report Writing Capabilities

Participants move from collecting material to defending a reasoned opinion, building each report from the instruction outward and testing it as a hostile reader would.

- Frame the instruction and the questions the opinion must answer — commissioning manager
- Grade evidence and separate observed fact from expert inference — decision panel
- Design an answer-first structure with a one-page executive summary — senior reader
- Express uncertainty, limitations and alternative views without weakening the conclusion — reviewer
- Edit drafts into plain English with consistent terms and numbers — wider audience
- Brief and defend the opinion under questioning — board or committee

Key Expert Opinion Report Writing Terms

- Letter of instruction — the written brief that sets the questions, scope and materials an expert opinion must address.
- Expert opinion — a reasoned judgement on a specialist question, based on stated evidence and method, beyond what a lay reader could form.
- Evidence grading — rating each source by reliability and relevance so readers can see how much weight a finding carries.
- Executive summary — a standalone page giving the answer, the main reasons and the action required before any detail.
- Range of opinion — the spread of reasonable professional views on a question, stated so readers see where the author sits.
- Statement of truth — a closing declaration that the facts are believed true and the opinions are honestly held.

Expert Opinion Report Writing Day by Day

Day 1: The Expert Report in Context

- Audiences of an Expert Opinion — Who Relies On the Conclusion
- Duties of the Expert Author — Independence From the Commissioning Party
- Expert Opinion Versus Management Report — Choosing the Right Document
- Failure Cases From Contested Reports — Lessons for Structure and Tone
- Personal Writing Diagnostic — Priorities for the Two Weeks

Day 2: Instructions and Scope

- Letter of Instruction Analysis — Questions the Opinion Must Answer
- Scope Boundaries and Exclusions — Avoiding Opinions Outside Expertise
- Assumptions Register — What the Reader Must Accept First
- Clarification Requests to the Commissioner — Resolving Ambiguous Briefs
- Issue Tree for the Instruction — Mapping Questions to Evidence

Day 3: Evidence and Its Weight

- Source Inventory and Chain of Custody — Traceable Material for Challenge
- Evidence Grading Matrix — Weight Given to Each Finding
- Fact, Inference and Opinion Separation — Clarity for the Panel
- Witness and Interview Notes — Reliable Use in HR Investigations
- Gaps and Conflicting Evidence — Stating What Remains Unresolved

Day 4: Reasoning to a Conclusion

- Inductive and Deductive Chains — Visible Steps From Data to View
- Competing Hypotheses Test — Ruling Out Alternative Explanations
- Range of Opinion Statement — Positioning Against Peer Views
- Confidence Language Scale — Consistent Wording for Certainty Levels
- Limitations Section — Protecting the Opinion Under Cross-Examination

Day 5: Structure That Answers First

- Pyramid Structure — Answer, Reasons, Then Supporting Detail
- Situation, Complication, Resolution Opening — Framing the Question Quickly
- Report Skeleton and Heading Hierarchy — Navigation for Busy Readers
- Numbered Paragraph Convention — Precise Cross-Reference in Hearings
- Appendices and Exhibits Plan — Keeping the Body Readable

Day 6: The Executive Summary

- One-Page Summary Template — Decision Ready Before Page Two
- Headline Findings Drafting — Each Finding Tied to a Question
- Recommendation Wording — Owner, Action and Consequence of Inaction
- Summary Consistency Check — No New Claims Beyond the Body
- Summaries From Finance and Engineering Cases — Sector Contrasts

Day 7: Plain English Editing

- Sentence Length and Active Voice — Readability for Non-Specialists
- Jargon Glossary and Defined Terms — Consistency Across the Document
- Numbers, Tables and Charts in Text — Accurate Presentation of Quantities
- Hedging and Overstatement Audit — Calibrated Tone of Opinion
- Peer Edit Protocol — Structured Feedback Between Authors

Day 8: Review and Quality Control

- Reviewer Checklist for Expert Opinions — Sign-Off Criteria
- Hostile Reader Read-Through — Anticipating Opposing Arguments
- Version Control and Change Log — Defensible Drafting History
- Statement of Truth and Declarations — Closing the Report Properly
- Confidentiality and Redaction Choices — Sharing With Wider Audiences

Day 9: Briefing Senior Readers

- Ten-Minute Briefing Structure — Leading With the Opinion
- Briefing Note Versus Full Report — Matching Format to Forum
- Visual Exhibits for Panels — One Chart per Key Finding
- Handling Hostile Questions — Holding Position Within Expertise
- Conceding Points Gracefully — Credibility When Evidence Shifts

Day 10: Practising the Briefed Expert Opinion Report

- Instruction and Issue Tree Applied — Scoping the Capstone Case
- Evidence Matrix Applied — Weighting the Capstone Material
- Executive Summary Applied — Drafting the Decision Page
- Mock Panel Questioning — Testing the Opinion Under Challenge
- Briefed Expert Opinion Report — Final Draft and Panel Feedback

Applying Expert Opinion Report Writing After the Course

- Rewrite one live report using the pyramid structure and evidence grading matrix, then compare reviewer comments with the earlier version
- Agree a unit reviewer checklist and confidence language scale with colleagues who sign opinions

Expert Opinion Report Writing Questions FAQ

What is expert opinion report writing and why does it matter now?

Expert opinion report writing is the craft of turning specialist evidence into a reasoned, defensible judgement. It matters now because panels, boards and investigators question conclusions more closely and expect the reasoning, uncertainty and evidence weight to be visible on the page.

Which roles gain most from expert opinion report writing skills?

Specialists, analysts and managers who sign or approve opinions gain most. That includes HR investigators, engineering and finance specialists, risk analysts and the reviewers who check opinions before they reach a board or committee.

How does expert opinion report writing differ from general report writing?

Expert opinion report writing goes beyond general report writing by focusing on instructions, evidence weight, independence and the defence of a signed judgement. General courses cover routine business reports; this subject prepares you for reports that others rely on and may challenge.

What do you bring back from expert opinion report writing training?

You bring back a briefed expert opinion report written on a realistic case, plus an evidence grading matrix, an executive summary template, a confidence language scale and a reviewer checklist you can share with your unit.

Expert Opinion Report Writing: The Way Forward

The briefed expert opinion report is the first test of the new method. It informs the decision the commissioning manager is waiting on, and it is read by panels, reviewers and the board. After its first use, revisit how evidence was weighted and how uncertainty was worded, since these are the points senior readers question most and where a house standard pays back fastest.