**Week 1: Foundation and Tools**

**Day 1-2: Understand the Role of a Report Writer**

* Research and understand what a report writer does, the types of reports they generate, and their business impact.
* Explore common reporting tools (Power BI, Tableau, Excel).
* Familiarize with data structures, databases.

**Day 3-4: Learning Power BI**

* **Day 3:** Focus on Power BI basics. Learn how to connect to data sources, load data, and manage data models.
* **Day 4:** Practice creating visuals (charts, tables, and graphs). Learn about filters, slicers, and basic formatting options.

**Day 5: Writing and Designing Reports**

* Learn the elements of good report writing: clear structure, logical flow, use of visuals to support data, and concise language.
* Understand the principles of creating informative and actionable reports.
* Review existing reports in Power BI, Excel, or your chosen tool to study best practices.

**Day 6: Advanced Power BI Techniques**

* Explore how to use relationships and calculated columns for more complex report building.
* Try hands-on practice with measures and KPIs in Power BI.

**Day 7: Explore Other Reporting Tools**

* Briefly explore tools like Tableau and Excel to understand their strengths.
* Learn how to export reports into different formats (PDF, Excel, etc.).
* Compare how the same reports are presented across different platforms.

**Week 2: Advanced Skills and Practice**

**Day 8: SQL for Report Writers**

* Learn SQL basics (SELECT, JOIN, WHERE clauses).
* Practice writing queries.
* Understand how to connect SQL databases with reporting tools (like Power BI).

**Day 9-10: Power BI Dashboard and Report Automation**

* **Day 9:** Focus on designing comprehensive dashboards in Power BI.
* **Day 10:** Learn about report automation, including scheduled refreshes, shared workspaces, and embedding reports in applications.

**Day 11-12: Working with Stakeholders**

* Learn how to gather requirements from stakeholders.
* Understand how to translate business needs into reporting terms.
* Work on presenting your findings clearly and using the right visuals to communicate insights effectively.

**Day 13: Practical Reporting Project**

* Work on a mock project: gather sample data (or use available data sets), write a report, and create a dashboard.
* Apply everything learned to build a meaningful, professional report.

**Day 14: Review and Feedback**

* Focus on improving based on constructive criticism.
* Study examples of excellent reports for future reference.