

Business Writing Skills

A one day course, 9:30am to 4:30pm



Related Courses

- Speaker Coaching and Presentation Skills
- Your Reputation, Your Career
- Personal Gravity & Networking
- Time Management
- Does my Career Look Big in This?
- Communication and Influencing Skills

If you are interested in a bespoke version of this course, or a combination of any of our other courses, please contact us to discuss your requirements.

For other courses and dates, please visit us at www.tmcstraining.co.uk



Advanced Infrastructure Solutions
Networking Infrastructure Solutions
Information Worker Solutions
Learning Solutions

Introduction

A one day workshop for anyone who uses the written word to inform and persuade.

In today's world effective communication through the written word is still vital. Whether it is email, a report or a company wide communication this event is for you.

Who Should Attend?

If you use the written word at work and have had no recent training in business writing, this one-day workshop is for you. It will help transform your writing so you can inform and persuade your colleagues and customers, and achieve the results you want.

Benefits

This workshop will help participants create:

- E-mails and letters;
- Articles for your company newsletter or magazine;
- Content for your intranet or website;
- Policies and procedural guidance;
- Reports;
- Proposals.

Course Content

Participants will examine the following:

- Get to know your readers;
- Plan and structure your writing ;
- Get attention;
- Write clearly and succinctly;
- Edit your work-and that of others.

This will be a highly interactive workshop with lots of practical exercises for you to get your teeth into. There will be only a limited amount of chalk and talk from the tutor