

WORKSKILLS & PERFORMANCE COURSES

PROFESSIONAL BUSINESS WRITING

Course overview

This practical training program will improve participants' knowledge, skills and confidence in all aspects of business writing to ensure professional, clear and effective written communication as required by your work role and environment.

Who will benefit from this course?

Anyone who is required to write professional business documents, letters, emails, reports, submissions or other written responses on behalf of the organisation.

DURATION: 1 Day

FEE: Varies depending on venue, sector, numbers & service provided

IN-HOUSE TRAINING: By arrangement with your organisation

CUSTOMISED TRAINING: To meet the specific requirements of your service and sector

VENUE: Available Australia-wide including all remote & regional areas

Discounts for NGOs

Course content

- Develop greater confidence and enhance your written business communication skills by improving your capacity to express yourself clearly, persuasively and effectively.
- Understand what 'good writing' is, why it matters and the importance of writing for your audience.
- Understand the power of effective written communication and why it makes good business sense - eg to advance your career; enhance accountability; influence decision making; convey exactly what you mean; persuade funding bodies; and to present a positive, professional image of yourself and your service.
- Develop the skills required to write in 'plain English'; use correct grammar and punctuation; apply appropriate structure, style and tone; be reader-oriented, including gender-neutral writing; and adhere to legal and professional requirements.
- Participate in practical exercises and receive feedback on the skills required to plan, structure, edit, and prepare submissions, reports, emails, letters and other business documents.
- Learn the skills to organise your thoughts; including planning, organising pre-writing, writing, editing and re-writing.
- Be aware of the legal ramifications posed by written documents, including emails, and ensure that all written documents are professionally constructed.
- Receive individual coaching and feedback in a small highly interactive training group.

Contact us for an obligation free quote!

PO Box 460 Surry Hills, NSW Australia 2010

Tel: +61 (0) 2 8399 0358

Email: info@allwoodassociates.com.au

www.allwoodassociates.com.au