

Writing Executive Summaries

Executive summaries are hard to write. After spending hours, days or even months researching and writing a report, it can be hard to summarise the content into an executive summary. It often becomes more like an extension of the report's objective without the required content or is a document with many 'cut and pastes' in it thereby presenting too much detail.

This course helps participants identify the appropriate information for an executive summary, given its purpose and reader. The workshop:

- is tailored to your business and focuses on your specific documentation
- develops the skills that help you write high level reports attracting minimal editing.

Duration

- Half-day face-to-face or
- 1x 3.5 hours live virtual training

Audience

This program is suited for team members who write executive summaries.

Outcomes

Learn how to:

- Understand the purpose and reader of an executive summary
- Identify the objectives of an executive summary
- Define the structure headings in the executive summary
- Differentiate between relevant and irrelevant information for the executive summary
- Capture key information and write it succinctly with a logical flow
- Effectively construct sentences and paragraphs to increase readability
- Include formatting techniques to highlight key points
- Eliminate wasted words in the document.

Executive Summary Writing group training - using your documents

Where relevant, we will use your organisation's internal formats, templates and style guide.

We will also use anonymised examples of participants' writing in the workshop. With this material the facilitator:

- Assesses their writing ability
- Gains a thorough understanding of the written work they prepare
- Extracts examples for use as training material within the program.

Ask us how we apply this to your organisation.

We deliver our tailored business writing courses across Australia and abroad.

Request a quote

Please call 1300 655 098 to ask us how we can tailor a program to your needs.

Alternatively, email us at info@icml.com.au or start a 'chat' on our website icml.com.au/.

Virtual Workshops

We deliver programs in interactive, live online workshops, accessible from a device anywhere.

Highly impactful learning

- Replicating face-to-face workshop experiences through conferencing technology.
- Using extra features for engagement: polls, quizzes, chat, electronic whiteboard.
- Learning in multiple shorter bursts – allowing practice between sessions.

Benefits of virtual workshops

- Attend the training from the comfort of home or personal workstation.
- No travel time or expenses.
- Multiple short sessions – less impact on work.

Simple access

- You need: a device with camera and a quiet place.
- No software needed.
- Click on a link to gain access.
- Works on any personal device and most corporate systems.

Tailored group training – in-house or through virtual workshops

Ask us how we will tailor this program to your organisation or team. Benefits are that we tailor the:

- *Content* to suit your organisation's needs.
- *Delivery* to reflect your procedures, values, examples and terminology, which encourages participants to apply their new skills in their roles.
- *Duration* to suit the availability of your team members and your budget.

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