

Editing Skills for Leaders

Do some team members struggle to write any document – it might jump around, include irrelevant information, has insufficient information, has too many words or is grammatically incorrect? Leaders are faced with editing the document before it leaves their department and most often, end up re-writing it to meet a looming deadline. Some try tracking the changes hoping the team member will absorb their techniques, only to find the documents submitted still present the same issues.

This course will help leaders tackle the editing challenge while coaching the team member. It presents techniques to enhance the writing and ways to convey that to the team member to ensure skill acquisition. It provides a refresher component for contemporary effective business writing techniques along with how to manage the team member's development.

Duration

- Two hours face-to-face or
- 1x 2 hours live virtual training

Audience

This program is suited for any leader who is required to edit a team member's written work.

Outcomes

Learn how to:

- Conduct two sweeps for editing – content and wordsmithing
- Encourage the team member to profile and think like the reader to identify appropriate content
- Prepare and explain a diagrammatic tool to ensure relevant content and structure
- Compose tight sentences which highlight the main points for the reader
- Eliminate 20-30 percent of wasted words in the document
- Use formatting techniques to assist readability
- Include key words to control the tone
- Provide constructive and positive feedback to a team member
- Manage the team member to meet deadlines and corrections.

Editing Skills 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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