Effective Business Writing

All business documents should be understood on the first read and interpreted with the tone intended. Re-reading a passage to understand it, means the author has failed.

Clearly written, concise and compelling documents will be more influential with the reader, thereby prompting their attention and action.

This highly interactive business writing course builds the skills to quickly write crisp and logical business documents.

Duration

- One-day face-to-face or
- 2x 3.5 hours live virtual training

Audience

This business writing course is designed for people who are required to write any business document such as emails, proposals, reports, submissions etc.

Outcomes

Learn how to:

- Use a mind map to plan documents, organise research and structure thinking
- Significantly reduce writing time
- Write interestingly and persuasively
- Make documents concise
- Create clear sentences and paragraphs
- Apply formatting techniques to increase readability
- Proofread and edit documents
- Avoid common spelling and grammar mistakes
- Write powerful business documents.

Business 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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