ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



COUNCIL WRITING

Writing Council Documents for Clarity

Write clear, plain-language council documents that residents and colleagues understand.

WHO IT'S FOR

Council officers at any level who write documents for others to use.

DURATION

3 hours, or tailored to your needs

FORMAT

On-site: we come to you, virtual or hybrid.

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Plan council documents around purpose and reader
- Structure documents so the main point comes first
- Write in plain language, free of jargon and legislative wording
- Keep documents consistent across teams and departments
- Adapt writing for residents, councillors and colleagues
- Edit and proofread efficiently before documents go out

ABOUT THIS PROGRAM

Our council document writing training addresses the documents that confuse their readers: a notice full of planning and legislative language, a report whose point arrives on page six, a policy that staff and residents read differently. Participants learn to plan around the reader, structure documents logically, write in plain language and edit for consistency. They work on documents from their own role, so clear, consistent writing that residents and colleagues understand the first time follows.

Tailored to your organisation

We work with your style guide, templates and real documents, so the program fits your council's role, whichever state or territory you are in.

Talk to us about this program

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Enquire online