ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Government Writing for Decision Making

Write fast, clear documents that senior decision-makers can read, decide on and act on, with less rework.

WHO IT'S FOR

Experienced public servants who write high-stakes documents for executives.

DURATION

1 day, or tailored to your needs

FORMAT

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

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Write for a reader who must decide, act or respond quickly
- Prioritise and synthesise large volumes of material
- Present evidence, options, risks and recommendations
- Tailor depth and tone for expert and executive readers
- Reduce rework from multiple rounds of comment
- Write with judgement under time pressure

ABOUT THIS PROGRAM

Our decision-ready writing training starts from a different question to plain English: not 'Is this clear?' but 'Can the reader decide, act or respond quickly?' Participants already write well. The problems are volume and pace, several audiences at once, and drafts that return after comment from executives, legal, communications and policy. They learn to prioritise, synthesise large source material, present evidence, options, risks and recommendations, and write for expert readers. Faster, more decisive documents with less rework follow.

Tailored to your organisation

We work with your document types, templates and real, de-identified examples, and the program suits any state, territory or the Commonwealth.

Talk to us about this program

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Enquire online