ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Editing Skills for Leaders in Government

Help government leaders edit their own and their team's writing for clarity, accuracy and tone.

WHO IT'S FOR

Managers and executives who review and clear their team's writing.

DURATION

3 hours, or tailored to your needs

FORMAT

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

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Edit in layers, from message and structure to wording
- Check accuracy, tone and consistency efficiently
- Cut length and jargon without losing meaning
- Give feedback that writers can act on
- Agree a shared standard for the team's documents
- Reduce rounds of clearance before documents go forward

ABOUT THIS PROGRAM

Our editing skills training for government leaders tackles the review habits that slow clearance: a draft returned with so many changes the writer learns nothing, three reviewers who contradict each other, a leader who rewrites late at night because it is faster. Participants learn to edit in layers, from message and structure to wording and accuracy, give feedback writers can use and agree a team standard. They edit real documents, so faster clearance and better first drafts follow.

Tailored to your organisation

We work with your style guide, clearance process and real, de-identified drafts, and the program suits any state, territory or the Commonwealth.

Talk to us about this program

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Enquire online