

ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP

BUSINESS WRITING

Editing Skills for Leaders

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

WHO IT'S FOR

Managers and leaders who review and approve 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
- Cut length and jargon without losing meaning
- Check tone, accuracy and consistency efficiently
- Give writers feedback they can act on
- Agree a shared standard for the team's writing
- Proofread quickly and reliably before sign-off

ABOUT THIS PROGRAM

Our editing skills training for leaders tackles the review habits that slow teams down: a draft returned covered in changes that teach the writer nothing, a leader who rewrites instead of coaching, comments that contradict each other. Participants learn to edit in layers, from message and structure down to wording and proofreading, give feedback writers can use and agree what good looks like. They edit real drafts in the session, so faster reviews and better first drafts follow.

Tailored to your organisation

We work with your style guide, approval process and examples of real drafts, so participants edit the documents they review.

Talk to us about this program

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Enquire online