ICML
INSTITUTE FOR COMMUNICATION MANAGEMENT AND LEADERSHIP



GOVERNMENT WRITING

Writing Executive Summaries for Government

Write sharp executive summaries for government reports, briefs and submissions.

WHO IT'S FOR

Public servants who summarise documents for executives and ministers.

DURATION

1 day, or tailored to your needs

FORMAT

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

PARTICIPANTS WILL DEVELOP THE SKILLS TO

- Decide what a senior reader must take away
- Lead with the conclusion, recommendation or ask
- Condense evidence without losing accuracy or caveats
- Write summaries that stand alone from the full document
- Match length and tone to reports, briefs and submissions
- Test and edit a summary before it goes forward

ABOUT THIS PROGRAM

Our government executive summary writing training addresses the summaries that do not do their job: a page that repeats the introduction, a summary that omits the recommendation, a submission that cannot be understood without reading the annexes. Participants learn to decide what a senior reader must take away, lead with the conclusion, keep figures and caveats accurate and make the summary stand alone. They summarise real documents in the session, so summaries that support a decision follow.

Tailored to your organisation

We work with your report, brief and submission templates and real, de-identified documents, and the program suits any state, territory or the Commonwealth.

Talk to us about this program

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Enquire online